International Education Homestay Notice to Move

Complete and return this form within five (5) days of giving notice to your host.

Student Settlement & Support Services Office:
Located in the Centre of Learning, Room E110, Kelowna BC. homestay@okanagan.bc.ca M-F ph: 250-862-5443

Notice to Student & Host: You must give a minimum of one month notice if you wish to end a placement early.
If the student moves before one-month notice, payment until the end of the one-month notice date is required.

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______________________ z z z z __ ____________________________ will be moving out of the home of
Student name Student Number

________________________________ on ___________________________
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_____________________________ _______________________ ___________________________________
^ š µ v š [• ail **Student's Phone Number** **New Address**

Departing from Homestay Checklist:
Student responsibilities

| I will thoroughly clean my bedroom and bathroom
| I will remove all my belongings from the home
| I spoke to my host about belongings I cannot dispose of on my own to ask for help removing them, such as by donating items to a thrift store
| I returned any house key(s) to my host
| I updated my mailing address with OC, Service BC (MSP), Bank, etc.

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FOR HOST FAMILY:

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| There are no outstanding phone bills/damage claims.
| There are outstanding expenses $_______________ the student needs to reimburse me for the following reasons:____
| Sufficient notice was given (verbal notice followed by this written notice within one week is acceptable).
| Insufficient notice was given; the student should pay.
For partial months in homestay the rent rate is $27 per night x _____ nights = $_______
| NO notice required, student can move out early.

___________________ _____________________
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Host responsibilities

◯ Speak with your student about cleaning expectations prior to their departure. We recommend checking in with your student 5-7 days prior to departure to review what needs to be done, such as disposing of garbage, wiping down surfaces, bedding, etc.
◯ My student and I will check their bedroom prior to departure to identify any issues or cleaning needed
| I will notify the International office within 48 hours of any issues that may require compensation or attention