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 __________________________
, } • š [v• u | Date of move

______________________________ | ________________________ | ____________________________________
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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