

Termination Notice: Homestay

The student must complete the first part of this form.

To be eligible for a refund of the security deposit, the student must:

1. Complete this form and submit it to the host family at least 30 days before he/she moves out;
2. Pay all outstanding accounts;
3. Ask host family to acknowledge this notice by signing below determining deposit expected to be returned;
- 4. Return the completed form to the International Programs immediately.**

I, _____, Student K _____,
(Student name)

I am giving you notice that I will move out of your home on: Month _____ Day _____ Year _____

My forwarding address for mail will be: _____

Thank you for your hospitality!

Student Signature

Today's Date

To be eligible to process deposit refund the host family must:

1. Complete this part of the form.
2. Please give the homestay coordinator a call if you are not sure about the form or the process.
3. One week before move out date, send a note either by fax or e-mail to International Programs confirming the amount of the deposit to be returned (normally all of it.)
- 4. Return the eligible deposit on the day the student moves out.**

I, _____ I acknowledge this notice on _____
(Host name) (Month/day/year)

_____ I estimate that this student will not owe us anything and will be getting the full deposit.

_____ I estimate that this student will need to reimburse me for the following outstanding expenses which will be taken out of the _____ deposit*; (*If you have to wait to find out the exact amount, e.g. telephone bill, estimate the amount for now & contact the IP office with actual amount when known. We advise that you ask your student to use a telephone card once he/she has given you notice.)

\$ _____ for _____

\$ _____ for _____

Other notes: _____

___ Yes, I am available to host another student starting on _____ (month/day/year)

___ No, we will not be available to host another student at this time.

Host family Name (Please print)

Host family Signature

Date

For office use only:

Date form received in IP office _____ Program Coordinator Signature _____

Notes: