

UVIC HOMESTAY

Two Week Notice Form

The completion of a Two Week Notice Form is required in the event that either student or host intends to end the student-host relationship earlier than the contracted dates. **Move out date into a new homestay placement is subject to availability within the Homestay Program.**

Procedures for Two Week Notice:

1. Notice may only be given once a student has been living in the home for at least two weeks, so that the student completes one full month/payment period. This form cannot be used in combination with a Vacation Notice Form.
2. Student and host complete and sign this form **at least two weeks before the day the student moves out of the host's home.**
3. Host and/or student submit this form to the UVic Homestay Office within three days of completing the form together. The UVic Homestay office is located on the second floor, Continuing Studies Building.
4. **Student is responsible for paying the host for at least two weeks from the day this form is completed and signed.** Students that wish to move earlier than the two weeks understand they will need to pay their current host for the fees due and their new host for a full monthly period from the move in date. The student's new payment schedule begins on the day they move into their new host's home. Student initial here: _____/Homestay Coordinator initial here: _____
5. Host is required to provide full homestay services to the student until the agreed upon move out date. **A refund may be owed to the student.** Hosts wishing to have the student move out earlier than two weeks will need to refund the student for any overpayment. Students pay the per night rate for the number of nights spent in the home. See reverse for details.

Host to complete: Host wishes to have the student moved as soon as possible with the understanding that they will refund the student as outlined on reverse: YES NO
Host initial here: _____

Student Name: _____
First Name Last Name

Host Family Name: _____
First Name Last Name

*Date Student will Move from the home: _____
Month Day Year

**Date must be at least two weeks from the date on which the form is completed & signed*

**Final move out date is subject to availability with the Homestay Program*

Student Signature _____ Date Signed: _____

Host Family Signature _____ Date Signed: _____

Form complete?

Student: please meet with a Homestay Coordinator

Current Payment Schedule:

_____ - _____, inclusive = \$

_____ - _____, inclusive = \$

_____ - _____, inclusive = (____ nights x \$ = _____)

Signing a Two Week Notice means you have a financial obligation to your family until the agreed upon move out date, and no less than 2 weeks from when this form is signed.

Example:

FORM SIGNED: _____ $\xrightarrow{\text{MOVE OUT}}$ _____

Final Payment to your current homestay family:

_____ - _____, inclusive = _____

(Reimbursement owed by your host, if any: _____)

New Homestay Payment Schedule to your new host will be:

_____ - _____, inclusive = \$

_____ - _____, inclusive = \$

_____ - _____, inclusive = (____ nights x \$ = _____)

Host Requests Early Move out (subject to availability):

_____ - _____, inclusive = \$

_____ - _____, inclusive = \$

_____ - _____, inclusive = (____ nights x \$ = _____)

REFUND owed to student: monthly or program fee – (number of nights spent in the home x per night rate) = reimbursement

\$ _____ - _____ = _____