

I, _____ (ID: _____), will be leaving your residence on _____.
Date Moving Out).

Student Signature

Today's Date

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 (verbal notice followed by this written notice within one week is acceptable);
2. Ask host family to acknowledge this notice by signing below;
3. Return the completed form to the International Education office immediately.
4. Complete the on-line Homestay Evaluation form on your host family at <https://www.tru.ca/truworld/current-students/resources-forms-current-students.html>
5. Refund cheque will be ready for pick up in the International Education office 4 to 6 weeks after the student has moved out.

Please complete, check off where applicable and comment if necessary.

_____ I acknowledge this notice.

_____ Student Needs to reimburse me for the following outstanding expenses*:

\$ _____ For _____

(if amount is unknown, please estimate & contact ISA with actual amount when known)

I am available to host another student: **Yes** _____ (date available) **No**

Comments: _____

Host Family Name (please print)

Host Family Signature

International Student Advisor Signature

Date

Date

- Please give one of the International Student Advisors a call if you are not sure about this.
- If you have to wait to find out the exact amount (e.g. telephone bill), estimate the amount for now.
- Once your student has settled the outstanding expenses with you, please let us know so that we can release the cheque to the student.
- We advise that you ask your student to use a telephone card once he/she has given you notice.
- Complete the on-line Homestay Evaluation Form on your student at <https://www.tru.ca/truworld/host-families.html>

OFFICE/ ISA USE ONLY : *ISA's initials are required in the boxes*

Sponsored student: Yes No

Homestay Deposit Refund issued as a Cheque

Student's initials _____

Homestay Deposit Refund applied to TRU Student Account

Homestay Refund for Host Family _____ (ISA initials required)