

## HOMESTAY TERMINATION NOTICE

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.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)