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 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.

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.

5. Host is required to provide full homestay services to the student until the agreed upon move out date.

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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: ________________________________

Student Email: ________________________________

Host Family Signature ________________________________ Date Signed: ________________________________

Form complete?
Students: please meet with a Homestay Coordinator to return this form
Current Payment Schedule:

___ _________ - ___ ____________, inclusive = $850

___ _________ - ___ ____________, inclusive = $850

___ _________ - ___ ____________, inclusive = (___ nights x $28 = _____)

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: ___ _________  MOVE OUT  ___ ____________

Final Payment to your current homestay family:

___ _________ - ___ ____________, inclusive =