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:_______/Hostay 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 $32 per night 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 = $950

___ _________ - ___ _________, inclusive = $950

___ _________ - ___ _________, inclusive = (___ nights x $32 = _____)

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 = _____________

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

New Homestay Payment Schedule to your new host will be:

___ _________ - ___ _________, inclusive = $950

___ _________ - ___ _________, inclusive = $950

___ _________ - ___ _________, inclusive = (___ nights x $32 = _____)

☐ Host Requests Early Move out (subject to availability):

___ _________ - ___ _________, inclusive = $950

___ _________ - ___ _________, inclusive = $950

___ _________ - ___ _________, inclusive = (___ nights x $32 = _____)

REFUND owed to student: $950 – (number of nights spent in the home x $32) = reimbursement

$950 - ______ = _____________