

## 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.
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 at least three days of completion of 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.

Student Name \_\_\_\_\_  
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

