

Student must discuss vacation plans with their host and complete the Vacation Notice Form a minimum of 1 week prior to their travel departure date.

Students that are away for 5 or more consecutive nights pay a reduced rate. Student will complete the information below and provide to their Host at least one week prior to travel. If the Student is away from the home for:

- **1 to 4 consecutive nights** - Vacation Notice Form is not required as the homestay fee will not be reduced. Students must provide their hosts with their travel details.
- **5 or more consecutive nights** - Student's belongings should remain in their room and the host family will not use student's room for any other purpose while student is away. The homestay fee is reduced to half the regular per night rate for each night that the student is away.
- This form cannot be used in combination with a Two Week Notice Form.

### Student Travel Information

Student Name: \_\_\_\_\_ Program Name: \_\_\_\_\_  
Host Family Name: \_\_\_\_\_  
Destination City: \_\_\_\_\_  
Departure Date: \_\_\_\_\_ (from Victoria) Return Date: \_\_\_\_\_ (to Victoria)

I confirm that the above information is accurate.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_





### Host Parent Awareness

I am aware of my student's travel plans and I agree to reduce the home placement fee for the nights that my student is away in accordance with the vacation fee policy noted above and the UVic Homestay Guidelines.

Host Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Please return completed form to:

**UVic Homestay**  
Division of Continuing Studies  
University of Victoria  
PO Box 1700 STN CSC  
Victoria BC, V8W 2Y2, Canada  
T 1-250-472-4268  
F 1-250-721-6276  
E [homestay@uvcs.uvic.ca](mailto:homestay@uvcs.uvic.ca)

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[uvic.ca/elc](http://uvic.ca/elc)