

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 in person or via e-mail.
4. Complete the online Homestay Evaluation form about your Host Family at <https://www.tru.ca/forms/truworld/prearrival/evaluation/>
5. Refund will be completed within 4 to 6 weeks after the student has moved out.

HOST FAMILY TO COMPLETE

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)

International Student Advisor Signature
or Homestay Supervisor Signature

Host Family 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/damage), 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 damage deposit amount back to the student.
- We advise that you ask your student to use a telephone card once he/she has given you notice.
- Complete the online Homestay Evaluation Form on your student at <https://www.tru.ca/forms/truworld/host/evaluate/>

OFFICE/ ISA USE ONLY: *ISA's initials are required in the boxes*

Sponsored student: Yes No

Student's initials _____

Homestay Deposit Refund applied to TRU Student Account

Homestay Refund for Host Family _____ **(ISA initials required):**

Refund via PayMyTuition (domestic or international):

Back to Credit Card (only if deposit was paid by the same credit card):