



**Fax document to VIHSP office**  
**ATTENTION: Katrina Coll Fax: 250- 592-6327**

Student Name: \_\_\_\_\_  
 School: \_\_\_\_\_

## Departing Student Checklist

(for use by international students changing schools or leaving the program)

PLEASE NOTE: THE ACCURATE COMPLETION OF THIS FORM IS ESSENTIAL FOR THE REFUND OF THE STUDENT'S HOMESTAY DEPOSIT.

**PLEASE ALLOW 5 BUSINESS DAYS FOR OUR ACCOUNTING DEPARTMENT TO PROCESS THE REFUND**

**To the Student:** *Please check the box to the right when each item is completed*

**School tasks:**

- Cleaned and emptied school locker
- Returned all textbooks
- Returned all sports equipment/uniforms
- Provided forwarding address to school office & program office
- Received school yearbook from school
- Paid all outstanding fees (if applicable)
- Returned all Library books

The following charges are due to the school and remain unpaid by the student:

<i>Description</i>	<i>Unpaid balance owing</i>

**Confirmed by school staff:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Confirmed by School Librarian:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Confirmed by Accounts Clerk:** \_\_\_\_\_

**Date:** \_\_\_\_\_

The information collected on this form is required and will be used solely for the purpose of operation of the Victoria International High School Programs. It will be kept secure and **confidential** in accordance with *the Freedom of Information and Protection of Privacy Act*. Any questions concerning the collection or use of this information may be directed to the Director, VIHSP