



Student Name: _____
 School: _____

Departing Student Checklist

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

PLEASE NOTE: THE ACCURATE COMPLETION OF THIS FORM IS ESSENTIAL FOR THE REFUND OF THE STUDENT'S HOMESTAY DEPOSIT AND/OR THE PAYMENT TO HOMESTAY FAMILIES OF AMOUNTS OWED FOR OUTSTANDING BILLS (E.G. LONG DISTANCE TELEPHONE, INTERNET, DAMAGE ETC.)

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

Homestay:

- Arranged for disconnection of telephone and/or cell phone service
- Paid all long distance telephone charges
- Arranged for disconnection of Cable or Internet Service
- Provided forwarding address to homestay family
- Returned all borrowed items to family
- Cleaned room and discarded unwanted items
- Closed bank accounts and provided forwarding address to bank
- Closed public library account, returned all materials; paid fines (if applicable)
- Purchased and/or confirmed return air ticket home
- Completed related travel arrangements (if applicable)
- such as ground transportation, overnight accommodation
- Arranged for adequate travel funds for incidental expenses
- such as excess baggage costs, departure taxes etc.

To the Homestay family: *Please sign or provide details as requested*

1. a) My student is changing homestay but remaining in the program

He/She will move: _____
 (Date)

- b) My student is leaving the program

Homestay signature: _____ *Date:* _____

My student will leave Victoria:

_____ (date) _____ (time) _____ (flight) _____ (airline)

2. I have received payment for all outstanding phone bills, internet or other services, and/or damage to property.

Homestay signature: _____ *Date:* _____

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

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

Homestay signature: _____ *Date:* _____

**IF STUDENT IS CHANGING HOMESTAY, PLEASE
 FAX TO: 250-592-6327 ATTN: HOMESTAY DEPARTMENT**

**IF STUDENT IS LEAVING PROGRAM, PLEASE FAX OR MAIL TO:
 Fax: 250-592-6327 ATTN: KATRINA COLL**

**VICTORIA INTERNATIONAL HIGH SCHOOL PROGRAMS
 3461 HENDERSON ROAD, VICTORIA, BC V8P 5A8
 BEFORE THE STUDENT DEPARTS**

NO HOMESTAY DEPOSIT REFUNDS OR PAYMENTS TO HOMESTAY FAMILIES FOR OUTSTANDING CHARGES CAN BE MADE UNTIL THIS COMPLETED FORM IS RETURNED TO THE PROGRAM OFFICE. THANK YOU.

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.