



PLEASE PRINT  
 LEGAL STUDENT NAME: \_\_\_\_\_  
 HOMESTAY FAMILY: \_\_\_\_\_  
 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 10 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.
  - 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. My student is changing homestay but remaining in the program :   
 A. He/She will move: \_\_\_\_\_  
 (Date)
2. My student is leaving the program:   
 b. My student will leave Victoria:  
 \_\_\_\_\_ (date) \_\_\_\_\_ (time) \_\_\_\_\_ (flight) \_\_\_\_\_ (airline)
3. I have received payment for all outstanding phone bills, internet or other services, and/or damage to property.

**THE FOLLOWING CHARGES ARE DUE TO ME AND REMAIN UNPAID BY THE STUDENT:**

DESCRIPTION	UNPAID BALANCE OWING
<b>TOTAL AMOUNT OWING:</b>	

HOMESTAY SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
 PLEASE PRINT NAME: \_\_\_\_\_

**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: 592-6327 ATTN: KATRINA COLL**  
**VICTORIA INTERNATIONAL HIGH SCHOOL PROGRAMS 3461 HENDERSON ROAD, VICTORIA, BC V8P 5\*8**  
**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.  
**REVISED JUNE 13, 2012**