



## Leaving your Homestay - CHECKLIST

- 1) Please **give your host family a notice** as soon as you are thinking of moving out as well as at least **30 days prior to your departure**.
- 2) Your host family will have **to inspect your room** prior to your departure to ensure there is no damage. Before this you should **clean your bedroom/ bathroom** and **pack your belongings**.
- 3) **Fill out and sign** the [homestay termination notice](#) with your host after/during the room inspection.
- 4) **Return** your homestay termination notice to your ISA, [homestay@tru.ca](mailto:homestay@tru.ca) or the Homestay Supervisor via e-mail: [homestay@tru.ca](mailto:homestay@tru.ca); or **drop it off at the Front Desk of TRU World, 3<sup>rd</sup> floor of IB** to the attn. of the **Homestay Team**.
- 5) **Fill out your [homestay evaluation](#) online**.
- 6) **Update your new address** on [MyTRU account](#).

The refund procedure (TRU student's refund or wire transfer to a foreign country or domestic) will take **6 weeks** after we receive your homestay termination notice, and homestay evaluation. \*\*\* If you are owing TRU, the amount owing will be deducted from the security deposit first.

All the information on **homestay procedures** including all the forms are found [here](#).

Any questions, e-mail: [homestay@tru.ca](mailto:homestay@tru.ca) Thank you!