

# 2-Week Notice Form

For students moving out of homestay accommodation



This form must be completed by students in homestay accommodation requesting to move out of their homestay. Please return in person to International Centre, B-Block or to [international.accommodation@wintec.ac.nz](mailto:international.accommodation@wintec.ac.nz)

STUDENT DETAILS			
Name		Age	
Wintec ID		Cell Phone	
Email			
Current Homestay (Name / Address)			

MOVING DETAILS	
I am...	Requesting Wintec to find new accommodation for me (i.e. another homestay) – email us
	Making my own accommodation arrangements (i.e. moving in with friends, moving into my own flat etc. )
	I am leaving Wintec and returning to my home country
	Other: .....
New Address (if known)	

## STUDENT CONFIRMATION (to be completed by the homestay student)

I confirm that I am moving out of my homestay and agree to the following:

I have read the 'Homestay Check-Out Guide'; and

I will pay my homestay fees up to (and including) the final day with my host family; and

I will pack and take all my belongings with me, and I will leave my room clean & tidy; and

I will leave behind anything belonging to my host family, i.e. sheets, towels, pillows, blankets etc.; and

I will let my host family check the room for any damage that may have occurred during my stay; and

I will return my house key(s) and/or garage door opener(s)

I understand that additional fees may be charged for any serious/deliberate damage to the room, lost keys, unpaid homestay fees or items taken from the home that do not belong to me.

Student Signature: .....  
(By writing your name here, it is considered signed)

Date: .....

## HOMESTAY HOST CONFIRMATION (to be completed by the homestay mother/father)

I acknowledge that the above-named student has given me 2 weeks' notice and will be moving out as stated above. I will inspect the student's bedroom on the last day and if there are any damages, will take photos and discuss these with the student.

Homestay Signature: .....  
(By writing your name here, it is considered signed)

Date: .....

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