

Homestay Check Out Guide

To be used as a guide for students & host families when students depart homestay accommodation



Moving out of your homestay can be a stressful time. There are many things to do and to remember. This guide will help:

- 1. If you are thinking of leaving:**
 - a. Talk to your host family - they will want to know about your plans; and
 - b. Contact your international student advisor as early as possible to discuss your plans with them
- 2. Once you have decided to leave, REMEMBER that you must give your host family a minimum of 2 weeks' notice of your move out date.** If you leave without giving notice or leave early, additional charges may apply. If you keep your host family informed of your plans early, then this will be an easy process.
- 3. You must complete a "2 week notice form"** (available via email or from the International Centre). This must be signed and returned to Wintec prior to moving out of your homestay.

Once you have completed the above & you are ready to start packing, this guide should help with the final steps:

PACK YOUR BELONGINGS

Don't leave packing until the day of your move. Start organising your belongings early, start packing the items you won't need before you move. If you require help (i.e. moving boxes), talk to your host family to see if they can offer assistance.

- ✓ Pack all your clothes, personal items, bathroom items and stored goods (i.e. from the garage)
- ✓ Check you have your electronics, such as phone chargers, laptop power cords, hair straightener etc.
- ✓ Ensure nothing is under the bed, in drawers or in the wardrobe
- ✓ Check the laundry room, washing line, the washing machine and dryer for any of your clothing
- ✓ Take any personal food items you have bought yourself from the pantry, fridge and freezer. Also take any personal belongings that are yours from the kitchen, i.e. chopsticks, lunch boxes, water bottles

CLEANING

Leaving your homestay space clean and tidy is a showing of gratitude and appreciation, so please ensure that your room is left clean and tidy:

- ✓ Strip the bed – place dirty sheets, blankets & pillowcases in the laundry
- ✓ Place dirty towels and washcloths etc. in the laundry
- ✓ Return any cups, plates or cutlery to the kitchen – place them in the dishwasher (if possible)
- ✓ Collect all your rubbish and empty your rubbish bin

DAMAGES

If you accidentally break something or damage your room, talk to your homestay family. It is likely that your travel insurance will help cover the repair/replacement cost. Wintec can support with this. Do not ignore it or cover it up. Talk to your host family & talk to us.

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HOMESTAY PAYMENTS

Before you move out, make sure your homestay fees are fully paid up to date with your host family. Don't leave your homestay owing any money to your hosts.

LEAVING THE HOUSE

When you are moving, be polite. This can be an emotional time for families and students, so be respectful regardless of what the circumstances of your departure are:

- ✓ **Thank your host for accommodating you** – welcoming a student is a big commitment and most families do it to help students out, share in the experience and learn about different cultures. Showing your appreciation is kind, and families will be very thankful. Be appreciative.
- ✓ **Return all house keys and garage door openers** (if provided) to the host. If the host is not at home when you leave the house, place the house keys on your desk in the bedroom. Ensure the house is securely locked and windows are closed when you leave.
- ✓ **If you have enjoyed your time in the home**, you can show your gratitude to your host by way of writing a thank you card, leaving a nice note to a box of chocolates as a thank you.

UPDATING YOUR DETAILS

Once you have moved out of your homestay, you must update your contact details (if this is not included in your 2-Week Notice Form). There are two main places you must update with your contact details:

- ✓ **Wintec:** You must inform Wintec within 7 days of leaving your homestay that you have moved. We need to know that you have left your homestay, your new address and contact number if this has changed. You can update us by emailing international.accommodation@wintec.ac.nz
- ✓ **Bank:** Contact your bank or see them in person to give them your new address details

If you receive any other regular mail (i.e. cell phone provider), contact them as well to update your details.

FEEDBACK

Once you have settled in your new home, we would love to know what you thought of your homestay experience.

Did you have a good time? Was your host nice and cooked delicious food? Was your room well set up and did they make you feel welcome? Or could the host family do things differently to provide better care to the next student?

We would love to hear from you! We have a feedback form we will send out to you when you advise us of your move. All the answers provided are confidential – so you can be honest with us.

Whatever the reason is that you are leaving the home, we expect that you do not speak negatively to others about your host family after your departure. Do not spread rumours or bad-mouth your host family. Any issues need to be discussed with the Accommodation Team at Wintec.

If you need any assistance at any time, please contact us on international.accommodation@wintec.ac.nz

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

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:

Please return to the International Centre (B-Block) or email international.accommodation@wintec.ac.nz