

# Accommodation Early Departure Request Form

If you are having problems or issues with your homestay or sharehouse, please talk to the Homestay Coordinator before making any decisions to move.

Please complete all information and submit to reception for consideration.  
CCEB will then let you know if your request is approved.

## Student Details

Family Name: ..... Student Number: .....  
First Name: ..... Date of Birth: .....  
Email: ..... Phone Number: .....

## Current Accommodation Details (must be accommodation booked through CCEB)

Homestay Homestay family name: .....  
**This form MUST be submitted to CCEB at least 2 weeks before deciding to leave HS early**

Sharehouse Sharehouse address: .....  
**This form MUST be submitted to CCEB at least 4 weeks before deciding to leave SH early**

Original leaving date: ...../...../..... Proposed leaving date: ...../...../.....

## Reason for leaving HS/SH early

Details: .....  
.....  
.....  
.....

Student Signature: ..... Date: .....

Guardian Signature (if student is under 18): .....

<i>Office use only</i>		<i>Date</i>	<i>Initial</i>
Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No	Received		
Staff member signature:	Changed in Stars		
Date:	Agent informed (if reqd)		