

# 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:

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:

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