

WITHDRAWAL POLICY

Students considering living in residence should make themselves aware of the following Victoria University Residence Withdrawal Policy. Applications are accepted and accommodation assigned on the understanding that the student is making a commitment for the full residence session.

THERE ARE SERIOUS FINANCIAL RESPONSIBILITIES ENTAILED IN WITHDRAWING FROM RESIDENCE BEFORE THE END OF THE 2017-2018 FALL-WINTER ACADEMIC SESSION.

Since residence fees are set for the entire academic year, from September to May rather than by the week or month, students are accepted to residence on the understanding that they will remain in residence for the full academic session. Before moving into residence, please understand that you are contracting for a specific long-term period, and that operation of the residence depends on a stable resident census.

Students who leave residence during session will be held financially responsible as follows:

Residents who withdraw on or after September 4, 2017 will be charged room and board from September 4, 2017 to the day of withdrawal, all incidental fees, and a withdrawal penalty calculated as follows: (1) \$1500 for withdrawals from September 4, 2017 until November 30, 2017; (2) No refund of fees for withdrawals that occur after December 1, 2017.

| Timing of Withdrawal | Early Withdrawal Penalty |
|-----------------------------|--|
| September 5 – November 30 | \$1,500.00 |
| After December 1 | Responsible for fees in their entirety |

REQUEST TO WITHDRAW FROM RESIDENCE

Name: _____

Student Number: _____

House/Floor and Room Number: _____

Mailbox Number: _____

Current Meal Plan: _____

Reason(s) for Withdrawal:

I have discussed this matter with (Don/Dean of Students/Residence Life Coordinators/Other – indicate name):

Date of Notice: _____ Date Moving Out: _____

Forwarding Address: (Please change your address on ROSI as well)

Postal Code

Telephone

I am aware of the Victoria University Residence Withdrawal Policy. I am aware that residence charges will continue to be charged on my account until the date that I officially withdraw and vacate the premises. I am aware that all residence keys must be returned to the Residence Services Desk located at Margaret Addison Hall.

Signature

Date

Approved By

Please Note:

- Please return completed form to the Office of the Dean of Students
- Refund cheques are generated by the University of Toronto and take approximately 2 weeks to be processed. Refunds are first applied to any outstanding balance on ROSI, and then refund cheques will be mailed out to the address indicated on ROSI.