2017 Summer Students - Residence Withdrawal Form

1. Notice of withdrawal must be received a **minimum of 7 days before departure for all Summer Session students**. You will be charged for the time you have occupied your bed space (including the 7 day notice period).

2. If you reduce your stay to less than 30 nights, you will be charged for the full 30 nights.

3. If you move out before the departure date noted below, no additional refund will be given.

4. By returning your room keys to the Residence Services office, you give permission for the immediate occupancy of your room with no additional refund.

5. Students staying at the **Room and Board** rate, please note that meal plans are processed separately by **University Food Services**. Please refer to schedule C of the Summer Session Contract for meal plan cancellation information or contact eat@uvic.ca

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**First Name:** ________________________________  
**Last Name:** ________________________________

**Departure Date:** ________________@ 11:00am  
**UVic Student #:** ________________________________

**Building** ________________________________  
**Room #:** ________________________________

**Reason for withdrawing:**

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**Forwarding Address** - If you are due to receive a refund, it will be mailed to the address you have registered on “My page”. Please note that it may take 4-6 weeks for any eligible refund to reach you. International processing times are usually longer.

**Student Signature:** ____________________________________________  
**Date:** __________________________

*By completing this form you acknowledge that:*

1. You have read and understood the cancellation conditions of the Student **Summer Residence Contract**.
2. Your room must be vacated at 11am on the indicated departure date and Residence Services will take immediate possession of the room.*