



Family Housing Extension Request Guide

Family Housing Students in “good standing” may submit an extension request to their 5 year tenancy to a maximum of 1 (one) additional year, provided that students will remain eligible to live in Family Housing during that additional year, as per section 2.3 of the Family Housing Agreement.

In order to be considered for an extension, the student (and their family) must have demonstrated a record of adhering to the Family Housing Agreement (including, but not limited to, an up-to-date rent payment history and a record of appropriate community conduct).

Students requesting an extension must submit the following documentation by e-mail to resfh@uvic.ca at least 90 days before the end of their current agreement:

- Letter addressed to the Associate Director, Business Operations, Residence Services indicating the extension period requested and the reasons for such request.
- Supporting documentation (i.e. letters from Academic Department and University records) showing that the student continues to be eligible under Section 2.3 of the Family Housing Agreement.
- Letters of recommendation (academic or professional).

In the process of reviewing the extension request, Residence Services will arrange a unit inspection to verify the condition of the premises.

***Important:* Residence Services reserves the right to limit the number of extensions granted due to operational needs.**