



## 2022-2023 Residence Withdrawal Information Guide

Please refer to the [2022-23 Residence Contract](#), section 5.1 of Schedule B, for the full cancellation policy.

### Withdrawal process:

- 1) Considering withdrawing from University or from residence can be a difficult decision to make. Before you do so, you may want to speak with a Residence Life & Education Staff member, for example: your Senior Community Leader (SCL), Community Leader (CL), or Neighborhood Manager (NM) about your withdrawal. They will be able to provide support and guidance through the process. To set up a meeting with an SCL or NM please email [housing@uvic.ca](mailto:housing@uvic.ca) and include that you would like to discuss withdrawal with a staff member.
- 2) If you are withdrawing from the University remember to drop your classes for both terms in Winter Session (Fall 2022 and/or Spring 2023). For assistance view **Registration 101** or contact [reghelp@uvic.ca](mailto:reghelp@uvic.ca). You must withdraw both from your classes and from residence separately.
- 3) Fill out the 2022-23 Residence Withdrawal Form and submit it by email to Residence Services at [resadmin@uvic.ca](mailto:resadmin@uvic.ca), or in person to the front desk of the Residence Services office. Phone calls, emails and verbal notices are not accepted as official notice of withdrawal.

### ***Please note:***

- You must provide notice of your departure 60 days in advance.
- A \$250 cancellation fee will be applied to all residence withdrawals.
- Students withdrawing for medical reasons must include documentation completed by a registered Physician, Nurse Practitioner or Psychologist (or another qualified professional with appropriate credentials) supporting their reason for withdrawal. Documentation should be emailed to Residence Accounting: [resacct@uvic.ca](mailto:resacct@uvic.ca). All documentation will be kept confidential.
- Winter Session residents who withdraw less than 60-days before the end of Term 1 are required to move out of residence at the end of the term, and no later than December 22, 2022. Winter session residents who withdraw after November 15, 2022 will forfeit the \$500 Term 2 deposit and must move out of residence at the end of Term 1. Any other payments towards Term 2 will be refunded.
- Once the submitted withdrawal form and applicable documentation have been reviewed by Residence Services you will receive an email indicating your refund is proceeding to Step 4 (Meal Plan cancellation).
- If a residence refund is applicable after your room has been inspected (after your move out), you will receive a refund for your accommodation within 4-6 weeks of your official move out date. (Please note that international refund processing times are usually longer).



- If you are due to receive a refund, it will be mailed by cheque to the address listed in your [Online Tools](#). Please ensure to keep your contact information updated with your current address.

4) Meal Plan refunds are processed separately by [University Food Services](#). Residence Services will inform Food Services once your withdrawal is finalized, and Food Services will issue a refund separately.

- Meal Plan refunds will only be processed if the student withdraws before December 1 (Term 1) and April 1 (Term 2) inclusive.
- The Residence Meal Plan refund will be limited to the Residence Dollars – Standard portion of the plan; will be subject to a minimum 30 day charge and a pro-rated charge per day for the time the resident lived in residence after the first 30 days. There are no refunds on the Carry Forward account.
- There are no refunds or carryover privileges for students who are required to withdraw from the University.

If you have any questions, please email us at [resadmin@uvic.ca](mailto:resadmin@uvic.ca).