



2025-2026 Residence Withdrawal Information Guide

Please refer to the [2025-26 Residence Contract](#), section 5.1 of Schedule B, for the full cancellation policy.

Withdrawing from residence, and possibly the university, can be a significant and personal decision. Whether you're adjusting your academic plans, facing unexpected circumstances, or simply reevaluating your needs, we're here to support you throughout the process.

This guide outlines each step of the withdrawal process clearly, along with important deadlines and details to keep in mind.

Step 1: Speak to a Residence Life Staff Member (Optional but Recommended)

Before you make your final decision, we encourage you to connect 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 can provide guidance, help explore your options, and offer support. To set up a meeting with an SCL or NM please email housing@uvic.ca and include that you would like to discuss withdrawal with a Residence Life staff member.

Step 2: If Withdrawing from UVic, Drop Your Courses:

If you're also withdrawing from the University of Victoria, remember to:

- Drop your courses for both **Fall 2025** and/or **Spring 2026**
- For help, view [Registration 101](#) or email reghelp@uvic.ca

Please note: Withdrawing from courses **does not** automatically withdraw you from residence. You must complete both steps separately.

Step 3: Review Important Policies and Deadlines

Please review the following carefully:

Notice Period

- You must give 60 days' notice before your departure date.

Cancellation Fee

- A \$250 cancellation fee applies to all residence withdrawals.

Medical Withdrawals

- If withdrawing for **medical reasons**, submit supporting documentation from a:
 - Physician
 - Nurse Practitioner
 - Psychologist
 - Or another qualified professional
- Email documentation to resacct@uvic.ca within **30 days** of submitting your withdrawal form. All documentation is kept strictly confidential.



Withdrawing Near End of Term 1

- Residents withdrawing less than 60 days before the end of Term 1 must move out by December 21, 2025.
- Residents who withdraw after November 15, 2025:
 - Will forfeit the \$500 Term 2 deposit
 - Must move out at the end of Term 1
 - Will be refunded any additional Term 2 payments

Step 4: Submit the Residence Withdrawal Form

To formally withdraw from residence:

1. Log in to the [Housing Portal](#)
2. Complete the **2025–26 Residence Withdrawal Form**

Phone calls, emails, or verbal notice are not considered official notice of withdrawal.

Step 5: Confirmation

Once your withdrawal form (and any necessary documentation) is submitted:

- You'll receive a **confirmation email** from Residence Services

Step 6: Move Out and Refund Processing

After moving out and Residence Services has completed a check of your room:

- A **residence refund**, if applicable, will be issued within **4–6 weeks**
- Refunds are issued by direct deposit, if set up or by **cheque** and mailed to your address listed in **Online Tools**

Make sure your mailing address is up to date to avoid delays.

Note: International refund processing may take longer.

Understanding Meal Plan Refunds

Meal plan refunds are handled by **University Food Services** and processed **separately**.

Eligibility:

- You must withdraw **before**:
 - **December 1** (Term 1)
 - **April 1** (Term 2)
- Refunds apply **only** to the **Residence Dollars – Standard** portion of your plan
- Subject to:
 - A **30-day minimum charge**
 - **Pro-rated** charges based on your residence stay after the first 30 days

There are **no refunds** for:

- The **Carry Forward** account
- Students who are **required** to withdraw from the University

For **meal plan cancellation and refund** questions, contact eat@uvic.ca.



**University
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Questions?

We're here to help. Please email resadmin@uvic.ca

Wherever your next chapter takes you, we wish you success and well-being.

— **Residence Services, University of Victoria**