



Date Received

2024 Summer Students - Residence Withdrawal Form

- 1. Notice of withdrawal must be received a minimum of 7 days before departure for all Summer Session students.
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.

First Name: _____

Last Name: _____

Departure Date: _____ @ 11:00am

UVic Student #: _____

Building/Cluster Unit _____

Room # _____

Brief reason for withdrawal:

Forwarding Address - If you are due to receive a refund, it will be mailed to the address you have registered on your UVic Online Tools account. Please note that it takes 4-6 weeks for refunds to be processed. 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 Summer 2024 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.

Admissions Office Use Only:
Booking(s) cancelled:
Email confirmation sent:
Team member's initial / date:
Notes: