2018 – 2019 Residence Withdrawal

Information Guide

Please refer to the terms and conditions in your Residence Contract for cancellation information

Instructions:

Step 1. Considering withdrawing from University or from residence can be a difficult decision to make. Before you do so, we ask you to speak with a Residence Life & Education Staff (Senior Community Leader (SCL), ResLife Coordinator (RLC) or Community Leader (CL) about your intentions of withdrawing. He or she will be able to provide support and guidance through the process. You can set up a meeting with Residence staff by emailing reslife@uvic.ca or phoning 250-472-4144 during office hours.

Step 2. If you are withdrawing from the university remember to drop your classes for both terms in Winter Session by signing in to “My page”. For assistance withdrawing from classes contact reghelp@uvic.ca. You must withdraw both from your classes and from residence separately.

Step 3. Fill out the 2018-19 Residence Withdrawal Form and submit it online to Residence Services at resadmin@uvic.ca. 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.
- Students who withdraw from residence once their contract has begun will be assessed a $250 withdrawal fee, unless they are required to withdraw academically for medical reasons.
- 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 forwarded to resacct@uvic.ca. All documentation will be kept confidential.
- Once the submitted 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, you will receive a refund for your accommodation within 4-6 weeks of your official move out date. (International refunds processing times are usually longer).
- If you are due to receive a refund, it will be mailed to the address you registered on “My page”. Please update if necessary with a forwarding address.
Step 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).
- The Residence Meal Plan refund will be limited to the Residence Dollars portion of the plan and subject to a pro-rated charge for the time the student lived in residence.
- There are no refunds or carry forward privileges for students who are required to withdraw from the University.

Email your completed Residence Withdrawal Form to resadmin@uvic.ca.

If you have any questions, please email us at resadmin@uvic.ca.