

Receipt #:	Date Stamp (Office Use Only)	Appointment Info (Office Use Only) CDC: _____ Date: _____ Time: _____
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CANCELLATION/WITHDRAWAL FORM

Students wishing to cancel/withdraw must submit this form to the Student Housing & Residence Life, Residence Services Desk **at least 10 business days** before their desired date of cancellation/withdrawal. After submitting this form, you will be contacted by a residence staff representative at the phone number or email provided on this form to confirm your intent to cancel your residence application and schedule an exit meeting, if applicable. Cancellations will not be processed until the student has been contacted.

Student Number	First Name	Last Name
Gender	Building/Area of Residence	Unit Number
Same/Mixed Gender Housing	Year of Study	Primary Phone Number
Email		
Cancellation Term		

The relevant contents of the Occupancy Agreements regarding cancellation/withdrawal are included below for your reference.

Undergraduate, Graduate, Medical & Summer Community Housing Occupancy Agreements

5.1 Cancellations from Waitlist

- If any Category A (ii) or B applicant wishes to cancel his/her application **before** an offer of occupancy is made, s/he must submit a request in writing by registered mail, signed fax, or in person using the Cancellation-Withdrawal Form found at www.utm.utoronto.ca/housing (Current Residents - Forms & Documents) to the department of Student Housing & Residence Life; deposits are non-refundable and non-transferable;
- An applicant who does not cancel his/her application prior to an offer of occupancy being made, who declines their offer, or who does not decline an offer of occupancy (no response), will forfeit the non-refundable deposit and his/her space on the waitlist;
- If any Category A(ii) or B applicant on the waitlist does not receive an offer of occupancy before November 1, 2015 all fees paid will be refunded in full.

6.0 Cancellation Prior to Occupancy

If the Resident wishes to cancel this Agreement at least thirty (30) days before the first date of occupancy, s/he must submit a request in writing by registered mail, signed fax, or in person using the Cancellation-Withdrawal Form found at www.utm.utoronto.ca/housing (Current Residents - Forms & Documents) to the department of Student Housing & Residence Life. Upon receipt of the Cancellation-Withdrawal Form, the Resident's assigned space is returned to the pool of available spaces for re-assignment and the Resident's deposit shall be forfeited to the University.

6.1 Early Withdrawal from Occupancy by Resident

Should the Resident voluntarily withdraw from residence within thirty (30) days prior to the occupancy start date, or during his/her occupancy, s/he must submit a request in writing by registered mail, signed fax, or in person using the Cancellation-Withdrawal Form found at www.utm.utoronto.ca/housing (Current Residents - Forms & Documents) to the department of Student Housing & Residence Life at least two (2) weeks (10 business days) prior to the desired date of withdrawal. Upon receipt of the subsequent completed Check Out Form, the Resident's assigned space is returned to the pool of available spaces for re-assignment.

6.2 Continuing Liability After Withdrawal

Should the Resident voluntarily withdraw from residence within thirty (30) days of the first day of occupancy, or during his/her occupancy, the actual date of Agreement termination will be defined as the date on which a new suitable occupant has been secured by the department of Student Housing & Residence Life to fill the vacancy for the remainder of the term specified in section 1.2 of this Agreement. **Until such time, the Resident shall continue to remain liable on all of the terms, conditions and covenants contained in the Agreement, including, but not limited to, the obligation to pay the entire housing fees as set out in section 7.5 of this Agreement as well as all other sums of money that are required to be paid under the terms of this Agreement (hereinafter collectively called the "Housing Fees" or the "Residence Fees").**

Without limiting the generality of the foregoing, should the Resident voluntarily withdraw from residence within thirty (30) days of the first day of occupancy, or during his/her occupancy, the Resident's deposit shall be forfeited to the University.

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Reason(s) for Withdrawal:

- ☐ Financial
- ☐ Medical
- ☐ Dissatisfaction
- ☐ Withdrawing from the University/Transferring
- ☐ Off-campus Housing
- ☐ Other

Please provide a description elaborating on the reasons for withdrawing. Please be as detailed as possible as this information will be used to reach any decision regarding refunds. Attach any supporting documentation. You may use an additional sheet if you need more space.

Signature: _____

Date (DD/MM/YYYY): _____

Anticipated Date of Cancellation/Withdrawal (DD/MM/YYYY): _____

"The University of Toronto respects your privacy. The information on this form is collected pursuant to section 2(14) of the University of Toronto Act, 1971. It is collected for the purpose of administering admission, registration, academic programs, university-related student activities, activities of student societies, financial assistance and awards, graduation and university advancement, and for the purpose of statistical reporting to government agencies. At all times it will be protected in accordance with the Freedom of Information and Protection of Privacy Act. If you have questions, please refer to www.fippa.utoronto.ca or contact the University Freedom of Information and Protection of Privacy Office at 416-946-7303, McMurich Building, room 201, 12 Queen's Park Crescent West, Toronto, ON, M5S 1A8."