

Cancellation/Early Move-out of UNBC Housing after Move-in day.

Please submit the completed form to housing@unbc.ca using your UNBC email.

NAME:	ME: STUDENT ID:				
The student is responsible for the room u something other than those listed, plea			door when you leave. If	your reason is	
STUDENTS WHO HAVE NOT MOVE	ED IN				
I am a domestic student who will not be a	rriving. I acknowledge I am respor	nsible for non-refundab	le fees and 30 days' notice.		
I am an international student and I acknow Housing Deposit.	vledge I am responsible for all non	refundable fees and 3	0 days' notice OR my \$1000	O International student	
STUDENTS WHO HAVE MOVED IN		TIME OF DEDA	DTUDE.		
	TIME OF DEPARTURE:				
BUILDING : ☐ Neyoh or ☐ Keyoh	WING : □ North or □	South SUITE: #	# BEDR	OOM: #	
I have withdrawn from the University durin request	ng the semester, by medical or cor	mpassionate withdrawd	al with documentation or b	y administrative	
I have graduated from UNBC during the se	mester				
I have secured a University Co-Op placemen		form the Britain Comm			
I have secured a University Co-Op placemen	nt or a Practicum piacement away	from the Prince Georg	e area		
The above options do not apply to me, I acl occupied my Residence room during the 30-day		non-refundable fees a	nd 30 days' notice, regardle	ess of whether I have	
	sing website, the \$275.00 Residence	Damage Deposit is non-		e deadline posted on the	
MEAL PLAN: I want to be REM	OVED from the Meal Pla	n.			
I understand and agree to the information	provided on the second page	э.			
Circustum of Charlent		Data: DD / M	IN A / N/N/		
Signature of Student		Date: DD / M	IIVI / Y Y		
OFFICE USE ONLY	INSPECTION RESULTS:	CODE	REFUNDED	CHARGED	
Withdrawal verification		RZ14	\$	\$	
Put on cancelled Master Fees list		MLPL	\$	\$	
StarRez App cancelled		PARR	\$	\$	
RDEP charged in SR		RNIF	\$	\$	
Parking in SR & Excel updated		RESL	\$	\$	
Meal plan in SR & Excel updated		RDEP	\$	\$	
Banner Fees posted/refunded		DEPF	\$	\$	
Update TS1000	\$ HDAM				
Show refunds on MF cancelled list Student emailed refund amount	\$ RCLN \$ RGRB	Authorizati	on:		
Student emailed fetund amount	a KRKR				

Cancellation/Early Move-out procedure

Cancellation for STUDENTS WHO DID NOT MOVE IN

Students who have not moved in to UNBC Housing MUST inform housing@unbc.ca about their cancellation via their UNBC student email as per Section 4 of the License Agreement. Failure to do so will result in the student forfeiting select fees.

After move-in days student will be forfeiting 30-days of housing fees as per Section 6 of the License Agreement.

The International Housing Deposit amount will be refunded if new international students are denied their study permit *and* they cancel their reservation by emailing housing@unbc.ca from their UNBC student email account **before**Move-in Day.

Students will have to provide official documentation from Immigration, Refugees and Citizenship Canada (IRCC) indicating that their application for a Study Permit was denied.

If this cancellation request is received before deadlines lister on the UNBC Housing website, new international students are also eligible for a full refund of their Residence Room Deposit.

No refunds of students' Residence Room Deposit OR International Housing Deposit will be considered **once a student** has moved into Residence or if their application is cancelled after Move-In day, regardless of Study Permit Denial.

Cancellation for STUDENTS WHO HAVE MOVED IN

Room Inspections will only be done during regular Housing Office hours (Monday to Friday, 8:30 am to 4:00 pm). Please refer to Section 8 ("Vacating" of the License Agreement) regarding leaving the premises in same condition as at time of entry.

Parking passes must be returned to the Housing Office once you have moved out.

If you have moved out outside of Housing Office hours, you must email housing@unbc.ca to let the office know that your move out is complete. In this case, parking passes may be left in the drop box located outside the Housing Office.