

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

NAME: _____ STUDENT ID: _____

STUDENTS WHO HAVE NOT MOVED IN

- ☐ *I am a domestic student who will not be arriving. I acknowledge I am responsible for non-refundable fees and 30 days' notice.*
- ☐ *I am an international student and I acknowledge I am responsible for all non-refundable fees and 30 days' notice OR my \$1000 International student Housing Deposit.*

STUDENTS WHO HAVE MOVED IN

DATE OF DEPARTURE: _____ TIME OF DEPARTURE: _____

BUILDING: ☐ Neyoh or ☐ Keyoh **WING:** ☐ North or ☐ South **SUITE:** # **BEDROOM:** #

- ☐ *I have withdrawn from the University during the semester, by medical or compassionate withdrawal with documentation or by administrative request*
- ☐ *I have graduated from UNBC during the semester*
- ☐ *I have secured a University Co-Op placement or a Practicum placement away from the Prince George area*
- ☐ *The above options do not apply to me, I acknowledge I am responsible for all non-refundable fees and 30 days' notice, regardless of whether I have occupied my Residence room during the 30-day period.*

*****The University reserves the right to settle the amount of refund, if any, to be paid to the student. In all cases of early termination after the deadline posted on the UNBC Housing website, the \$250.00 Residence Damage Deposit is non-refundable.*****

☐ **MEAL PLAN:** I want to be REMOVED from the Meal Plan.

I understand and agree to the information provided on the second page.

Signature of Student

Date: DD / MM / YY

OFFICE USE ONLY

- ___ Withdrawal verification
- ___ Put on cancelled Master Fees list
- ___ StarRez App cancelled
- ___ RDEP charged in SR
- ___ Parking in SR & Excel updated
- ___ Meal plan in SR & Excel updated
- ___ Banner Fees posted/refunded
- ___ Update TS1000
- ___ Show refunds on MF cancelled list
- ___ Student emailed refund amount

INSPECTION RESULTS:

- | | |
|----|------|
| \$ | HDAM |
| \$ | RCLN |
| \$ | RGRB |

CODE	REFUNDED	CHARGED
RZ14	\$	\$
MLPL	\$	\$
PARR	\$	\$
RNIF	\$	\$
RESL	\$	\$
RDEP	\$	\$
DEPF	\$	\$

Authorization:

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 listed 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

Please complete the self check-out form in the Residence Portal after you have moved out.

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.