

# Residence Withdrawal Form 2023-2024

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

House/Room Number: \_\_\_\_\_ Student Number: \_\_\_\_\_

Email: \_\_\_\_\_ Date of Checkout: \_\_\_\_\_ Time \_\_\_\_\_  
(Submitting keys to Residence Service desk)

Reason for withdrawal:

Are you also withdrawing from the University of Toronto Scarborough? Yes ☐ No ☐

## A) Students withdrawing Residence and University of Toronto Scarborough

When a Resident withdraws from UTSC as well as from Residence, Residence Fees will be pro-rated so that the Resident is responsible for only those days that they occupied their Residence Room. **A \$700.00 withdrawal fee also applies.**

## B) Students withdrawing from Residence only

If a Resident chooses to withdraw from the Residence for any reason, **a \$700.00 withdrawal fee is charged for early termination of this Agreement.** In addition, the Resident will also be responsible for a percentage of the occupancy session they have registered for, as listed below. The percentage charged applies to the move-out date whereby the Room has been completely emptied and the keys have been returned to Student Housing & Residence Life. All requests for withdrawal must be submitted in writing via this form to Student Housing & Residence Life a minimum of two (2) weeks prior to the date of departure. **Failure to do so will result in a \$400.00 administrative fee.**

Fall and Winter 8-month Residence Agreement			
Move out date between			Percentage Charged
Residence session move in day	to	Sept 30	25%
October 1	to	October 31	50%
November 1	to	November 30	75%
December 1	to	End of Fall exam period	100%

Fall session only 4-month Residence Agreement (Upper Year students only)			
Move out date between			Percentage Charged
Residence session move in day	to	September 30	30%
October 1	to	October 31	60%
November 1	to	End of Fall exam period	100%

Winter session only 4-month Residence Agreement (First Year Wait list and Upper Year students only)			
Move out date between			Percentage Charged
Residence session move in day	to	January 31	30%
February 1	to	February 28 (29)	60%
March 1	to	End of Winter exam period	100%

## Acknowledgment

I have read and understood the terms of withdrawing from residence contained in the Residence Agreement. I understand that I am responsible for all fees pertaining to my withdrawal, including any additional cleaning or damage charges, posted to my financial account in ACORN. I understand that receipt of this form and the completed Express Checkout envelope by the Student Housing & Residence Life office confirms my withdrawal. The withdrawal is final and the room is available for re-assignment.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use Only

DATE RELEASED FROM CONTRACT: \_\_\_\_\_

ROOM TYPE/ FULL RATE: \_\_\_\_\_

PERCENTAGE CHARGED: \_\_\_\_\_

AMOUNT CHARGED: \_\_\_\_\_

WITHDRAWAL FEE: \_\_\_\_\_

AMOUNT CHARGED: \_\_\_\_\_

ADMINISTRATIVE FEE: \_\_\_\_\_

AMOUNT CHARGED: \_\_\_\_\_

TOTAL: \_\_\_\_\_

PROCESSED BY: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_