

Residence Withdrawal Form 2022-2023

Name: _____ Phone #: _____

House/Room ID: _____ Student Number: _____

Email: _____ Date of Checkout: _____ Time _____
(Submitting keys to Residence office and leaving)

Reason for withdrawal (Attach any relevant documents):

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 \$650.00 withdrawal fee also applies.**

B) Students withdrawing from Residence only

If a Resident chooses to withdraw from the Residence for any reason, a **\$650.00 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 \$600.00 administrative fee.**

Students Registered for Fall and Winter 2022-2023							
Dates			Percentage Charged	Dates			Percentage Charged
Move In	to	Sept 11	10%	Oct 31	to	Nov 6	52%
Sept 12	to	Sept 18	15%	Nov 7	to	Nov 13	55%
Sept 19	to	Sept 25	20%	Nov 14	to	Nov 20	58%
Sept 26	to	Oct 2	25%	Nov 21	to	Nov 27	61%
Oct 3	to	Oct 9	40%	Nov 28	to	Dec 4	64%
Oct 10	to	Oct 16	43%	Dec 5	to	Dec 11	67%
Oct 17	to	Oct 23	46%	Dec 12	to	Dec 21	70%
Oct 24	to	Oct 30	49%	Dec 22	to	Move Out	100%

Students Registered For Fall 2022 Only			
Dates			Percentage Charged
Move In	to	Sept 11	40%
Sept 12	to	Sept 25	50%
Sept 26	to	Oct 9	60%
Oct 10	to	Oct 23	75%
Oct 24	to	Nov 6	85%
Nov 7	to	Dec 21	100%

Students Registered for Winter 2023 Only			
Dates			Percentage Charged
Move In	to	Jan 15	40%
Jan 16	to	Jan 29	50%
Jan 30	to	Feb 12	60%
Feb 13	to	Feb 26	75%
Feb 27	to	Mar 12	85%
Mar 13	to	Move Out	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: _____