

Vacating Early Notification

Name: _____ Student ID: _____

Email: _____ Contact #: _____

Date Leaving: _____ Room #: _____

Address: _____

I, _____, will be vacating the above noted room by 11:00am on the above date.

I am leaving for the following reason:

- Other accommodation found
- Medical Reasons
- Withdrawal from the University
- Family Emergency

Termination of the UFV Residence Contract after the start of the Academic semester will result in forfeiture of the non-refundable Room Offer Acceptance Fee and possible Residence Fees (depending on your vacating date). Refunds of Residence fees are calculated from the date on which proper check-out procedures apply (submitted vacating date on vacating form, keys returned, check-out form signed, personal property removed, etc.). For more details and information, please refer to the Residence Services Handbook under the Withdrawal Policy and Move-Out sections. All terminations must be in writing from the resident and handed in at Residence Services Front Desk.

If you believe that you should receive exemption from the forfeiture regulations, e.g., for medical reasons, please contact Residence Service as soon as possible.

Signature of Student

Date

Please return completed form to Residence Services Front Desk