

## Notice to Vacate Form

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Date Leaving: \_\_\_\_\_ Room #: \_\_\_\_\_

New Address: \_\_\_\_\_

I, \_\_\_\_\_ (please print name) will be vacating the above noted room by 11:00am on the above date.

I am leaving for the following reason(s):

Medical Reasons

Withdrawal from the University

Family Emergency

Cost of living in Residence

Dissatisfaction with accommodations

Prefer to rent off-campus with a friend

Dissatisfaction with cooking facilities

Other (Please specify): \_\_\_\_\_

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 most likely Residence Fees (depending on your vacating date).

For more details and information, please refer to the Residence Handbook under the Cancellation and Withdrawal section. 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