RESIDENCE WITHDRAWAL NOTICE INSTRUCTIONS

To be completed by anyone leaving residence immediately or for those requesting withdrawal from their second semester residence reservation

Each U of M Residence Contract is for both first AND second term. As a result, once students have moved into residence, there can be serious financial implications by withdrawing before the end of the academic year. The extent to which students are deemed financially responsible will depend on whether they are:

1. Meeting residence withdrawal deadlines set out in the Dates & Deadlines Calendar
2. Withdrawing from University

Students Remaining in University but Moving Out of Residence:

- Students who provide a withdrawal notice on or before October 27, 2016 are responsible for room and meal fees for the fall term only.
- Students who provide a withdrawal notice after October 27, 2016 are responsible for room and meal fees for both first and second term.

Students Withdrawing from University and Moving Out of Residence:

- It is strongly advised that students provide a withdrawal notice to our office as soon as possible.
- Students withdrawing from University must also provide proof of withdrawal from classes or their withdrawal must be able to be confirmed (on Aurora) by Student Residences staff.
- Students withdrawing from University and residence before the end of an academic term will be charged a $1,000 forfeit fee, a $45 Council Fee ($60 at University College Residence), a $40 Residence Program Fee, and will be responsible for room fees (on a prorated basis) until the keys are returned. Students are also responsible for meal plan fees. Meal plan fees are to be determined by Food Services.
- Students demonstrating academic withdrawal for second term will be exempt from payment for second term room and meal fees if the Withdrawal Form is received before December 2, 2016.
- Students who withdraw from University for the second term, but opt to stay in residence for the remainder of the first term must provide notification by October 27, 2016. Students submitting notification after this date will have a $200 late fee applied to first term fees.
- All forms received after December 2, 2016, including those that are received in the second term, will be subject to a $1,000 forfeit fee for second term (plus all other associated charges listed above).
RESIDENCE WITHDRAWAL NOTICE

PLEASE PRINT:

I am withdrawing from University ☐ Yes ☐ No
(Students enrolled in 1st term only, e.g., exchange students – check "no")

If yes, I am withdrawing from ☐ 1st term ☐ 2nd term ☐ Both terms

If you answered yes, and are withdrawing due to circumstances that warrant special consideration, please provide a brief statement or supporting documentation.

________________________________________________________

________________________________________________________

Student's First Name: ___________________________ Last Name: ________________________

Residence Room Number: ______ Building: __________________________ Mailbox #: __________

Forwarding Address: __________________________ City: __________________________

Province: __________________________ Country: __________________________ Postal Code: ______

Telephone: ( ) __________________________ Email Address: __________________________

Student Number: __________________________ Date of Departure: ___________________

I, the undersigned, hereby declare my intention to withdraw from residence at the University of Manitoba. I understand that this form will serve as my written notice under the terms outlined in my Residence Contract.

I understand I will assume financial responsibility for Room and Meal fees.

I acknowledge the right of the University of Manitoba to deduct from any refund the amount owing for damage to University property, missing articles, or furnishings, as a result of my stay in the Residence.

Resident's Signature: __________________________ Date: __________________________

Office Use Only

Date Received: __________________________ Approval Signature: ______________________

www.umanitoba.ca/housing