

## Contract Termination Request

Name:    
Last First

Student ID:  Phone Ext.

Email Address:  Room #

Date I will vacate my room and residence:

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Please complete one of the sections below describing your reason for cancelling your contract:

**Option I: Withdrawal from Georgian College:**  
 I am no longer a registered student at Georgian College and am no longer eligible to live on campus. I have completed and submitted an academic withdrawal form from the Office of the Registrar.  
 Reason:  Academic Performance       Transferring to other program  
 Transfer to other institution       Financial  
 Other \_\_\_\_\_

See Section 4.4 of the residence contract for details on financial obligations. For your convenience this section is printed on the back of this form

**Option II: Contract Termination Request:**  
 I am still a registered student at Georgian College and am requesting cancellation of my residence contract.  
 Reason:  Going on Co-op       Policies too restrictive (guest policy, quiet hours, etc.)  
 Roommate Issues       Environment (noise, too many people, etc.)  
 Other \_\_\_\_\_

See Section 4.5 of the residence contract for details on financial obligations. . For your convenience this section is printed on the back of this form

By completing, signing and submitting this form, I acknowledge that I am aware of my financial obligations as outlined in the residence contract and as restated above.

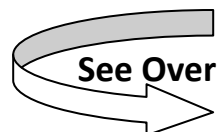
\_\_\_\_\_

Resident's Signature \_\_\_\_\_ Date

\_\_\_\_\_

Residence Finance Officer Signature\* \_\_\_\_\_ Date

**\*IMPORTANT** – Upon completion of this form please see the Residence Front Desk to set up a meeting with the Residence Finance Officer who will meet with you to discuss the move-out procedures and your financial obligations.



The following is taken from the Residence Contract 2011-12. Please refer to your residence contract for full information on your contractual obligations.

**4.4 Financial Obligations of Student on Early Termination or Cancellation When Still a Registered Student:** In the event of early termination by the College or cancellation by the student any time after August 26, 2011, the student shall remain responsible for his/her full year's Residence Fees and is placed on a refund waiting list in the order of the date of withdrawal. When a new student is admitted to residence, a refund is processed for the first student on the refund waiting list. Eligible refunds are calculated on a pro-rated basis minus a \$500 admin fee. Any monies owing to residence or Georgian College will be deducted from any refund.

**4.5 Financial Obligations of Student on Early Termination or Cancellation When Withdrawing from Georgian College:** In the event of early termination by the College or cancellation by the student any time after August 26, 2011 (January 3, 2012 for Winter Semester Applicants) when the student has also withdrawn from Georgian College, the student is responsible for all residence fees up to and including the date the student officially withdraws from residence, plus an additional 60 days of residence fees. The student shall also be placed on a refund waiting list in the order of the date of withdrawal. If a new student is admitted to residence before the end of the 60 days that would make the student eligible for a refund greater than what they received, a refund will be calculated on a pro-rated basis minus a \$500 admin fee. If there are less than 60 days remaining in the student's residence contract, the student will be responsible for the full residence fees unless a suitable replacement is found that would make the student eligible for a refund; a refund will be calculated on a pro-rated basis minus a \$500 admin fee. Any monies owing to residence or Georgian College will be deducted from any refund.

**Office Use Only**

Form Received By: _____	Date Form Received: _____
Room Key Returned <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Received _____ Received By _____
Mailbox Key Returned <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Received _____ Received By _____
Parking Pass Returned <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Received _____ Received By _____
Parking Tag Returned <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Received _____ Received By _____
Checked Out in StarRez <input type="checkbox"/> Yes <input type="checkbox"/> No	
Room Inspected by Maintenance <input type="checkbox"/> Yes <input type="checkbox"/> No	
Room Cleaned <input type="checkbox"/> Yes <input type="checkbox"/> No	
Academic Withdrawal Confirmed <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Verified _____ Verified By _____
Financial Account Adjustments Made <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Done _____ Completed by M. Tomchak