

CANCELLATION OF RESIDENCE PRIOR TO ARRIVAL

This form is for students who have paid their \$400.00 security deposit and have NOT moved into residence. Residence cancellations will **not** be granted until this completed form has been received. Residence Services will contact the student to follow up with this request. Students are advised to read and review the cancellation policy which can be found at:

http://www.mtroyal.ca/CampusServices/LivingOnCampus/BecomingaResidentStudent/res_application_process.htm

If you are accepted to Mount Royal University (in **any** program including Open Studies), the following cancellation fees will be applied to your student account:

Contract Terms	Dates by which the completed cancellation form must be received for the corresponding cancellation fees:		
	No Cancellation Fee	\$200 Cancellation Fee	\$400 Cancellation Fee
Fall Semester	Before July 1	July 1 – Aug. 1	After Aug. 1
Winter Semester (new residents only)	Before Nov. 1	Nov. 1 – Dec. 1	After Dec. 1
Spring or Spring/Summer Semester	Before March 15	March 15 – April 1	After April 1

***Please note, if you apply after the above cancellation deadlines, all cancellation fees are in effect after you pay your \$400 security deposit.**

All students who cancel their contract after the official move in date will be charged the cancellation fee as per the chart above **as well as** a nightly rate (based on room type) equivalent to the number of nights from the official move in date to the date a completed cancellation form is received by the Residence Services office.

If you applied after the official move in date, the nightly fee will be applied from your scheduled move in date to the date a completed cancellation form is received by the Residence Services office.

Step 1: Personal Information

Date: _____ Student Number: _____
 Last Name _____ First Name _____
 Daytime Phone Number _____ E-mail Address _____

Step 2: Reason for Cancellation

****If you are cancelling due to not being admitted to Mount Royal University you must submit a copy of your admissions decision with this form.**

By signing this form you are indicating that you wish to cancel your residence application. By signing this form you are also indicating that you have read and understand the Cancellation Policy.

Signature: _____ Date: _____

Once completed, printed and signed, this form may be submitted to Residence Services as follows:

- Scanned and emailed to residence@mtroyal.ca as a PDF document
- Brought to the Residence Office located in Building 'B' of West Residence during business hours of:
Monday to Friday 8:30am – 8:00pm
- Faxed to 403.440.6281

Office Use Only:

Cancellation Form Received _____ (date) Received By _____
 Student Contacted _____ (date)
 Calculated Refund _____ (date)