

Office Use Only:

Student Contacted

Calculated Refund_

Cancellation Form Received

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:

Step 2: Reason for Cancellation **If you are cancelling due to not being admitted to Mount Royal University you must submit a company to be signing this form you are indicating that you wish to cancel your residence apprindicating that you have read and understand the Cancellation Policy.	
Fall Semester Winter Semester Before July 1 Nov. 1 - Winter Semester Before Nov. 1 Nov. 1 - Nov. 1 - Semester Before Nov. 1 Nov. 1 - Nov. 1 - Semester Before March 15 March 15 - March 15 - Please note, if you apply after the above cancellation deadlines, all cancellation fees deposit. All students who cancel their contract after the official move in date will be charged the cannightly rate (based on room type) equivalent to the number of nights from the official move in received by the Residence Services office. If you applied after the official move in date, the nightly fee will be applied from your schedul form is received by the Residence Services office. Step 1: Personal Information Date: Student Note The Last Name First Daytime Phone Number E-mail All Step 2: Reason for Cancellation Step 2: Reason for Cancellation Part you are cancelling due to not being admitted to Mount Royal University you must submit a confidence in dicating that you have read and understand the Cancellation Policy. Signature: Date: Date: Date: Date: Signature: Date: Da	nust be received for the corresponding
Winter Semester (new residents only) Spring or Spring/Summer Semester **Please note, if you apply after the above cancellation deadlines, all cancellation fees deposit. All students who cancel their contract after the official move in date will be charged the cannightly rate (based on room type) equivalent to the number of nights from the official move in received by the Residence Services office. If you applied after the official move in date, the nightly fee will be applied from your schedul form is received by the Residence Services office. Step 1: Personal Information Date: Student Note that Name Student Note that Name First Daytime Phone Number E-mail Acceptable form your are indicating that you wish to cancel your residence applied indicating that you have read and understand the Cancellation Policy. Signature: Date:	•
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Indicating that you have read and understand the Cancellation Policy. Signature: Date:	
	neation. By signing this form you are also
Once completed, printed and signed, this form may be submitted to Residence S	
	ervices as follows:
 Scanned and emailed to <u>residence@mtroyal.ca</u> as a PDF document Brought to the Residence Office located in Building 'B' of West Residence Monday to Friday 8:30am – 8:00pm Faxed to 403.440.6281 	during husiness hours of

(date)

(date)

(date)

Received By___