



DORMITORY RESIDENCE WITHDRAWAL POLICY

Students that have accepted their residence contract are held financially responsible for the full length of their contract. This means if you cancel your contract, you will be required to pay your full residence fees.

In the case of Academic withdrawal and deferrals from the University of Waterloo, students are eligible to receive a pro-rated refund as detailed below.

All Withdrawal requests must be submitted to the Admissions & Guest Services Coordinator with a completed Withdrawal form and proof of withdrawal.

Academic & Behavioral Withdrawals

Description:

When a student is forced to withdraw from the University of Waterloo for academic or behavioral reasons or is required to leave United College for behavioral reasons.

Proof Required: Evidence of withdrawal from University of Waterloo

Fee: \$500 withdrawal fee. Pro-rated refunds will be determined on a case-by-case basis (note: no refund of the Voluntary Levy or Student Council Fee if withdrawing after move-in).

Student Accounts: Quest account put on hold if withdrawal or other fees are owing.

Voluntary Withdrawals

Description:

When a student voluntarily withdraws from the University of Waterloo.

Note: students who wish to voluntarily withdraw from United but who are still enrolled in academic studies at the University for that term are NOT eligible for contract withdrawal.

Proof Required: Evidence of withdrawal from University of Waterloo

Fee: \$500 withdrawal fee. Pro-rated refunds will be determined on a case-by-case basis (note: no refund of the Voluntary Levy or Student Council Fee if withdrawing after move-in).

Student Accounts: Quest account put on hold if withdrawal or other fees are owing.

Deferrals

Description:

When a student defers their academic acceptance from the University of Waterloo for a specific period of time before moving into United College.

Fee: \$500 deposit and any payments made in advance of the term are refunded if written notice of such deferral is provided to United College at least thirty (30) days prior to move-in. Otherwise, the \$500 deposit may, at the discretion of United College, be retained as a late deferral fee.

Student Accounts: No holds or withdrawal charges apply.

Please note:

Students will remain financially responsible if they decide to leave for reasons outside of academic/deferral reasons.

As per your residence contract, students that have accepted their contract are held financially responsible for the full length of their contract. This means if you want to withdraw for reasons other than academic, medical, or deferral, you will be required to pay your full residence fees for all terms stated on your contract.

Students can file a request for relief from this financial responsibility. Student requests based on exceptional circumstances are required to provide a personal letter submitted by email to the Admissions & Guest Services Coordinator, explaining the reason why residence fees should be refunded. Supporting documentation is optional but recommended. Exceptional circumstances are defined as circumstances that are unforeseen or unavoidable and align with the academic terms of your contract. The request will be reviewed by a committee of United College representatives.