

Withdrawing your contract

Your Residence Agreement is a binding legal document and Residents of the Graduate Apartments are required to fulfil their contractual obligations.

Withdrawal Policy You may *only* cancel this Residence Agreement for one of the following accepted reasons:

- Academic withdrawal
- Medical withdrawal
- Academic ineligibility to continue
- Graduation

If you intend to terminate your Residence Agreement for one of the above accepted reasons, you must follow the steps below under "Steps to Withdraw." Cancellation fees will be charged on *all* withdrawals for accepted reasons (except in cases of graduation or being academically ineligible to continue).

Residents who wish to terminate their Agreement for reasons other than those accepted reasons listed above will be required to pay out the balance owing for the remaining term(s) and fee(s) specified on their Agreements.

For all withdrawals, a minimum 60 days written notice including both the graduate Notice of Withdrawal form and signed supporting documents are required.

Steps to withdraw

1. Sign a [graduate Notice of Withdrawal form \(PDF\)](#) and submit it to the Student & Guest Services Centre a minimum of 60 days prior to your desired withdrawal date.
2. Provide signed supporting documents, such as medical certificates, academic withdrawal forms, graduate student change of enrolment status, etc., a minimum of 60 days prior to your desired withdrawal date.
3. Receive approval from a duly authorized representative of United College.
4. Pay the corresponding cancellation fee for withdrawing from your Residence Agreement.