Withdrawing your contract

Your Apartment Lease is a binding legal document and Tenants of the Graduate Apartments are required to fulfil their contractual obligations.

Withdrawal policy

You may only cancel this contract for one of the following accepted reasons:

- Academic withdrawal
- Medical withdrawal
- Academic ineligibility to continue
- A four- or eight-month co-op placement/internship
- Graduation

If you intend to terminate your Lease 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).

Tenants who wish to terminate their Lease 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 Leases.

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 St. Paul's University College.

4. Pay the corresponding cancellation fee for withdrawing from your Lease.