

FOR OFFICE USE ONLY

StarRez ID: _____
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Added to Google Doc: _____**REQUEST TO WITHDRAW FORM**

The 2024-2025 Residence Agreement expires at **12:00 p.m. (noon) on December 20, 2024** for residents who are staying for the 2024 Fall Term, **12:00 p.m. (noon) on April 16, 2025** for residents who are staying for the 2024-25 Fall and Winter Term, and **12:00 p.m. (noon) on August 23, 2025** for residents staying for the 2024-25 12-month term.

Request to Withdraw Forms must be submitted a minimum of **one month** prior to the requested departure date. Failure to do so may result in a **\$100 improper withdrawal fee** being assessed to your Residence account. A **\$100 early withdrawal fee** may also be assessed as an administration fee in cases where a request to withdraw is granted and term fees are pro-rated.

Submit this form to Residence Services via email to residence@macewan.ca.

Supporting documentation explaining the reason for the request must be submitted with the form.

Personal Information

Last Name _____ First Name _____ Room # _____
Email _____ Phone _____ Requested Move-out Date _____
DD/MM/YYYY

Please check the category below that most appropriately reflects your reason for requesting a release from your Residence Agreement. In addition to submitting any documentation noted below, you must fully complete and sign the back of this form.

University Withdrawal

Attach a copy of documentation confirming program withdrawal.

Program Non-Acceptance

Attach a copy of the documentation from the Registrar's Office.

Graduation

Residence Services will verify this information with the Registrar's Office.

Internship

Internship must be for program credit and at a distance that would prohibit you from living in MacEwan Residence. You are responsible for ensuring that verification of internship is submitted to Residence Services.

Program Name:

Coordinator/Advisor

Medical

Attach documentation from a physician stating why you cannot live in an on-campus living environment.

Roommate Complaint

Differences with my roommate could not be resolved.

Were the following Residence Life staff contacted?

Residence Assistant	YES	NO
Residence Life Coordinator	YES	NO

Academic Challenges

I am struggling academically while living in residence.

Please indicate whether you plan on returning home or you plan on moving in with friends/relatives.

Other

Please specify:

It is recommended that you meet with a member of the Housing team to walk through the departure process, withdrawal fees and penalties, and the inspection process. Please email residence@macewan.ca to schedule an appointment. You will receive a response to your submission in writing within ten (10) business days of the submission.

Have you attached the required supporting information and documentation as outlined on page one of the form?

YES, all supporting documentation is attached

NO, supporting documentation will be submitted to the Housing Manager by _____

DD/MM/YYYY

Signature

By signing below I am officially indicating my understanding of the statement below and I am requesting release from my 2024-25 Residence Agreement. I attest that the information I have provided is accurate and complete to the best of my knowledge.

I understand that submitting this form does not constitute approval of my request and that I will be notified by Residence Services via email and in writing once a decision has been made. I am aware that my withdrawal request from Residence may result in financial penalties as outlined in Section 18 of the 2024-25 Residence Agreement (see below).

"18. Where the Resident vacates the Resident's Room/Suite, purports to terminate this Agreement, or fails to comply with the obligations set out in the Agreement, prior to the end of the Contract Period:

- a) the Resident must notify Residence Services in writing, using the Request to Withdraw Form at least (30) day's prior to the last day the Resident intends to move out; and*
- b) the Resident shall be responsible for the Early Withdrawal Fee set out in Schedule B of this Agreement, which will include any increase in Accommodation Fees to account for the actual length of the Contract Period at the termination date."*

Name _____

Signature _____

Date _____

DD/MM/YYYY

Keep a photocopy of this form for reference purposes when contacting MacEwan University.

Request to Withdraw Form FOIP Notice – The personal information collected on this form is collected and protected under Part 2 of the Alberta Freedom of Information and Protection of Privacy Act. It will be used to manage communications between MacEwan University, and the resident and/or their approved representative(s). If you have any questions about this collection or use, please contact: Housing Manager, Office 1-110E, 11050 – 104 Avenue, Edmonton, Alberta T5K 2Y9 or call (780) 497-4500.

DECISION SUMMARY

(TO BE COMPLETED BY HOUSING MANAGER)

APPROVED BY HOUSING MANAGER? ☐ YES ☐ NO

SIGNATURE _____

DATE _____

STUDENT NOTIFIED IN WRITING: _____

ADDITIONAL COMMENTS: _____

WITHDRAWAL FEES (IF APPLICABLE)

PRO RATE ROOM FEES? ☐ NO ☐ YES, UNTIL _____ CHARGE HOUSING FEES FOR REMAINDER OF CONTRACT? ☐ YES ☐ NO

IMPROPER WITHDRAWAL FEE? ☐ YES ☐ NO EARLY WITHDRAWAL FEE? ☐ YES ☐ NO

COMMENTS: _____

FINALIZED BY HOUSING: _____

DATE

NOTE ADDED TO SR: _____

Y/N

SCANNED: _____

DATE

SENT TO FINANCE: _____

DATE

FINANCE USE ONLY

ACCOUNT ADJUSTED _____

CHARGE IN SR _____

REFUNDED _____

STUDENT NOTIFIED _____

ADDITIONAL COMMENTS:

IS RESIDENT CURRENTLY ON A PAYMENT PLAN? ☐ YES ☐ NO