

# NVIT Student Housing Cancellation / Withdrawal Request Form

Student Housing cancellations and/or withdrawals will not be granted until this form has been received. This form must be submitted to the Front Desk by students **at least 5 business days** before the desired date of cancellation/withdrawal. Staff will contact the student to follow up with this request. Students are advised to read and review the **Termination and Cancellation section of the Student Housing Agreement (SHA)** prior to submitting this request, which can be found at: [www.nvithousing.ca](http://www.nvithousing.ca). Cancellations, withdrawals and refunds will be granted in accordance with these policy statements.

## STEP 1: PERSONAL INFORMATION

Surname \_\_\_\_\_ First Name \_\_\_\_\_ Initial \_\_\_\_\_  
Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Anticipated Date of Withdrawal \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Student Number \_\_\_\_\_  
MM DD YY MM DD YY  
Mobile Number \_\_\_\_\_ Room Number \_\_\_\_\_ Email \_\_\_\_\_  
(country code) (area code)

## STEP 2: REASON FOR WITHDRAWAL

I am:  **cancelling my application to live in student housing** (I have not yet moved in to student housing), OR  
 **withdrawing from student housing** (I currently live in student housing)

Please indicate your primary reason for cancelling/withdrawing. Select **ONE** choice only. Supporting documentation may be requested.

- |   |  |
|---|--|
| <input type="checkbox"/> Academics – withdrawing from NVIT                  | <input type="checkbox"/> Graduating / Program conclusion |
| <input type="checkbox"/> Accepting admittance at another College/University | <input type="checkbox"/> Medical                         |
| <input type="checkbox"/> Career – change in career plans                    | <input type="checkbox"/> Moving off campus               |
| <input type="checkbox"/> Co-Op / Work placement outside of the City         | <input type="checkbox"/> Personal                        |
| <input type="checkbox"/> College/University experience                      | <input type="checkbox"/> Student Housing experience      |
| <input type="checkbox"/> Financial – cost of student housing, tuition, etc. | <input type="checkbox"/> Other (Explain) _____           |

By signing this form you are indicating that you wish to either: (a) cancel your application to live in student housing, or (b) you wish to terminate your student housing contract and move out of student housing. By signing this form you are also indicating that you have read and understand the SHA and the Termination and Cancellation Policy.

I agree that I have read and understand the SHA and the Termination and Cancellation Policy Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
MM DD YY

## STEP 3: OVERALL SATISFACTION QUESTIONS

Please indicate your overall satisfaction with your student housing experience:

- Very Satisfied  Satisfied  Neither Satisfied or Dissatisfied  Dissatisfied  Very Dissatisfied

Please indicate your overall satisfaction with your College experience outside of the student housing:

- Very Satisfied  Satisfied  Neither Satisfied or Dissatisfied  Dissatisfied  Very Dissatisfied

Is there anything we could do differently to improve your overall satisfaction with your experience in student housing or at NVIT?

\_\_\_\_\_

Is there anything we could do to encourage you (or help you) stay in student housing for the remainder of the semester/year?

\_\_\_\_\_

## OFFICE USE ONLY

Withdrawal letter received: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Received by (Manager) \_\_\_\_\_  
MM DD YY  
Student contacted:  Yes  No Refund processed:  Yes  
Date student contacted: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Date refund processed: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
MM DD YY MM DD YY  
Confirmed cancellation/move-out date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
MM DD YY  
Reservation Number: \_\_\_\_\_ Room Type: \_\_\_\_\_