

NOTIFICATION OF INTENT TO MOVE OUT

Please complete and return this form in person to the Housing and Residence Life Office ("Housing Office").

NAME: _____ **STUDENT ID:** _____

DATE OF DEPARTURE: _____ **TIME OF DEPARTURE:** _____

BUILDING: Neyoh or Keyoh **WING:** North or South **SUITE:** # _____ **BEDROOM:** 1 2 3 4

The Student is responsible for the room until such time that the Student notifies the Housing Office that their move out is complete. **PLEASE CIRCLE** the applicable reason, as per Section 6.0 of the License Agreement, for your request to move out of Residence. **If your reason is something other than those listed, please email housing@unbc.ca with the details.**

Section 6.0: EARLY TERMINATION OF THE LICENSE AGREEMENT BY STUDENT

- 6.1 A Student may be released from their obligations pursuant to this License Agreement and be eligible for a refund of all or a portion of their Residence fees in the following circumstances:
- (a) the Student has withdrawn from the University during the term voluntarily, by medical withdrawal with documentation or by administrative request, or
 - (b) the Student has graduated from UNBC during the term, or
 - (c) the Student has secured a University Co-Op placement or a Practicum placement away from the Prince George area.
- 6.2 The University reserves the right to settle the amount of refund, if any, to be paid to the Student. In all cases of early termination after move-in, the \$250.00 Residence Damage Deposit is non-refundable.
- 6.3 If a Student wishes to move out of Residence for reasons other than the options set out in section 6.1, they may submit a written request for release from this License Agreement to the UNBC Housing and Residence Life Office with minimum 30 days' notice, setting out the reasons for the request. Notice will commence on the day the request was received by the Housing Office. The Student will be charged a cancellation fee equivalent to 30 days of Residence fees, regardless of whether the Student occupied their Residence room during the 30-day period.

Room Inspections will only be done during regular Housing Office hours (Monday to Friday, 8:30 am to 4:00 pm). Please refer to Section 8 ("Vacating" of the License Agreement) regarding leaving the premises in same condition as at time of entry. Your keycard will no longer give you access to the building or your suite after your indicated date of departure. **Parking passes** must be returned to the Housing Office once you have moved out.

If you have moved out outside of Housing Office hours, you must email housing@unbc.ca to let the office know that your move out is complete. In this case, parking passes may be left in the drop box located outside the Housing Office.

MEAL PLAN: I want to be REMOVED from the Meal Plan.

I understand and agree to the above stated information.

Signature of Student

Date: DD / MM / YY

OFFICE USE ONLY	INSPECTION RESULTS:	CODE	REFUNDED	CHARGED
___ Withdrawal verification	_____	RZ14	\$ _____	\$ _____
___ TS1000 updated	_____	MLPL	\$ _____	\$ _____
___ Parking pass returned	_____	PARR	\$ _____	\$ _____
___ StarRez updated	_____	RNIF	\$ _____	\$ _____
___ Excel Room Assign. updated	_____	RESL	\$ _____	\$ _____
___ Excel & Parking updated	_____	RDEP	\$ _____	\$ _____
___ Excel & Dist. Serv. updated	_____	DEPF	\$ _____	\$ _____
___ Banner Fees posted/refunded	\$ _____ HDAM			
___ Food Services notified	\$ _____ RCLN			
___ Student emailed refund amount	\$ _____ RGRB			

Authorization: _____