



Withdrawal from Residence Policy

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Purpose

The purpose of this Withdrawal from Residence Policy is to refer to the conditions and potential financial impacts for students living in First Year Residences who withdraw from residence and cancel their Residence Agreement with Trent University.

Scope

This policy applies to all students living in designated First Year Residence rooms at Symons, Trill and Durham campuses.

Definitions

- **Resident** refers to any Trent University student who has signed their Residence Agreement.
- **Withdrawal** refers to when a student decides to cancel their Residence Application and move out of residence before the end of their contracted term date.
- **Residence Agreement** refers to the agreement students sign when they complete their application to live in residence.
- **Residence Community Standards** refers to the community standards students have to uphold while living in residence.

Policy Statement

Residents choosing to withdraw from residence must cancel their residence application on the Student Housing portal.

Terms of a withdrawal and associated fees are outlined in the Residence Agreement. Associated fees are date dependent on when the student cancels their residence application and moves out of residence, if applicable.

If a student withdraws and cancel residence due to a serious medical issue, an emergency, or other unexpected personal circumstances they can submit an appeal for a reversal of fees and refund. Appeals can only be filed once a student has cancelled their residence application and moved out of residence, if applicable. Appeals will only be reviewed if they are submitted within three (3) months of the cancellation or departure date. The process and terms of submitting an appeal are outlined in the Residence Agreement.



If a student is involuntarily withdrawn from residence, they will be subject to the terms and conditions outlined in the Residence Agreement.

Related Policies, Procedures & Guidelines

- Residence Community Standards
- Residence Agreement