

Cancellation/Early Move-out procedure

Cancellation for STUDENTS WHO DID NOT MOVE IN

Students who have not moved in to UNBC Housing MUST inform housing@unbc.ca about their cancellation via their UNBC student email as per Section 4 of the License Agreement. Failure to do so will result in the student forfeiting select fees.

After move-in days student will be forfeiting 30-days of housing fees as per Section 6 of the License Agreement.

The International Housing Deposit amount will be refunded if new international students are denied their study permit *and* they cancel their reservation by emailing housing@unbc.ca from their UNBC student email account **before Move-in Day**.

Students will have to provide official documentation from Immigration, Refugees and Citizenship Canada (IRCC) indicating that their application for a Study Permit was denied.

If this cancellation request is received before deadlines listed on the UNBC Housing website, new international students are also eligible for a full refund of their Residence Room Deposit.

No refunds of students' Residence Room Deposit OR International Housing Deposit will be considered **once a student has moved into Residence or if their application is cancelled after Move-In day**, regardless of Study Permit Denial.

Cancellation for STUDENTS WHO HAVE MOVED IN

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.

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.