

Sheridan College Residence – Trafalgar Campus

Termination and Cancellation Policy 2022/2023

The following information is directly quoted from **section 8** of the Student Residence Agreement. The cancellation policy refers to residence fees, which is detailed in section **2.03** of the Student Residence Agreement. **Section 8.06** explains the differences in the policy for students applying for specific terms (Fall and Winter, Winter only, and Spring/Summer only).

If you have any questions about the termination and cancellation policy, please give us a call.

2.03 Residence Fees. The Resident must pay the “Residence Fees” in accordance with the Rates and Payment Schedules detailed in Table 4 for the right to occupy a Room during the Term. Tables 2, 3 and 4 also detail additional Fees that the Resident is subject to, including the cost of Extended Terms. If a hard copy of this Agreement is required by the Manager, the Resident is required to select one of the payment schedule options, by initialing their desired option.

| TABLE 4: Fees & Payments | |
|--|---|
| <ol style="list-style-type: none"> The Application Fee for all terms (Summer 2022, Academic Year 2022-2023, and Winter 2023) is \$100.00. Academic Year 2022-2023 Payment Schedule Option (b) includes a non-refundable \$125.00 administration fee and Option (c) includes a non-refundable \$200.00 administration fee. | |
| Summer Term 2022 - Payment Schedule | |
| (a) | \$3,300.00 payable on or before April 15, 2022 , at 5:00 p.m. or |
| (b) | \$3,300.00 payable as to \$825.00 on or before April 15, 2022 at 5:00 p.m. and as to \$825.00 on or before May 15, 2022 at 5:00 p.m. and as to \$825.00 on or before June 15, 2022 at 5:00 p.m. and as to \$825.00 on or before July 15, 2022 at 5:00 p.m. |
| Academic Year 2022-2023 - Payment Schedule | |
| (a) | \$8,535.00 payable on or before June 15, 2022 , at 5:00 p.m. or |
| (b) | \$8,660.00 payable as to \$5,300.00 on or before June 15, 2022 at 5:00 p.m. and as to \$3,360.00 on or before November 15, 2022 at 5:00 p.m. or |
| (c) | \$8,735.00 payable as to \$2,500.00 on or before June 15, 2022 at 5:00pm and as to \$2,500.00 on or before August 1, 2022 at 5:00pm and as to \$2,000.00 on or before September 30, 2022 at 5:00pm and as to \$1,735.00 on or before November 15, 2022 at 5:00pm |
| Winter Term 2023 - Payment Schedule | |
| (a) | \$4,267.50 payable on or before December 15, 2022 , at 5:00 p.m. |

8.01 Withdrawal by the Manager. This Agreement may be terminated by the Manager if: (a) the Resident fails to check into their assigned Room within five (5) days of the first day of the Term; (b) the Resident abandons their Room as detailed in **section 8.03** of this Agreement; (c) the Resident decides not to accept the Room they were assigned, or any alternate rooms offered to them during the course of this Agreement; or (d) the Resident violates any of the terms of this Agreement, including violations of the Residence Community Living Standards or Institution Standards. Written Notice of Withdrawal of Residency will be delivered to the Resident, and if necessary, the Manager may notify the Primary or Secondary Contact by phone or e-mail of the withdrawal of the Resident’s residency. If the Resident is unavailable to receive service of the notice in person, then delivery of the notice to the Resident’s Room shall be deemed proper service and delivery. The Resident will be allowed 24 hours from the date and time of delivery of the Notice of Withdrawal of Residency to fully vacate and remove all personal belongings from the Residence.

8.02 Cancellation or Withdrawal by the Resident. Cancellations occur prior to the Resident occupying the Room. If the Resident wishes to cancel this Agreement or their residence application, the Resident must cancel their application in their My Housing Portal account prior to occupying the Room.

Withdrawals occur after the Resident has occupied the Room. If the Resident wishes to withdraw from Residence, the Resident must complete a Residence Withdrawal Form and return it to the Front Desk within 5 business days of the anticipated departure date. Please note that the Residence operates independently from the Institution and if the Resident cancels their application or enrolment at the Institution, they will also need to cancel their Residence application. Refunds will be issued by the Manager as detailed in **section 8.06**.

8.03 Abandonment. If the Resident vacates the Room for a period greater than 15 days prior to the expiry of the Term without the Manager's prior Agreement, the Room will be deemed abandoned by the Resident. In that event, the Manager may (i) repossess the Room without liability to the Manager, and (ii) enter into an Agreement for the occupancy of the Room with a third party.

8.04 Withdrawal Procedures. Upon the withdrawal of the privileges of this Agreement, the Resident shall vacate the Room within the time frame given, and deliver to the Manager vacant possession of the Room together with all of the furnishings, fixtures, and appliances of the Residence, and the furnishings and fixtures shall be in good condition, with reasonable wear and tear excepted. The Resident will follow the Move-out Procedures explained in **section 3.02** of this Agreement and all additional directions communicated by the Manager.

8.05 Failure to Vacate. If the Resident does not vacate the Residence on the expiry or early withdrawal of this Agreement, (i) the Resident is liable for any financial loss sustained or incurred by the Institution or the Manager, and (ii) the Manager may remove the property of the Resident from the Room (whether or not the Resident is present at the time), and place the property in temporary storage in a location in the Residence of the Manager's choice, at the Resident's expense, without notice to the Resident and without liability to the Manager for any damage to or loss of the Resident's property.

8.06 Refund Procedures. Upon the withdrawal of this Agreement or residence application by the Resident, as detailed in section 8.02, the Residence may be entitled to a partial refund of Residence Fees, without interest, within eight (8) weeks of the Resident vacating the Residence or cancelling their residence application. The refund will be in the form of a cheque mailed to the Resident's permanent address on file in the Resident's name only. If a student requires a cheque to be reissued as a result of the resident not providing an updated address prior to vacating residence and/or cancelling their residence application, a charge of \$50 may be applied. Refunds are issued based on the following:

8.07 (a) Academic Year (and Fall only) Applications/Agreements (Detailed in Table 5)

- (i) If the Resident's My Housing Portal cancellation request is received by the Residence Manager on or before **June 15 (Deadline 1)**, whether the Resident has been accepted into Residence or not, the Resident will receive a full refund of any Residence Fees paid to date.
- (ii) If the Resident has been accepted into Residence and the Residence Manager receives the Resident's My Housing Portal cancellation request after **June 15 (Deadline 1)** but on or before **August 1 (Deadline 2)**, then the Resident will receive a full refund of any Residence Fees paid to date less a cancellation fee of **\$500**
- (iii) If the Resident is on the wait list and a space becomes available after **June 15 (Deadline 1)**, the Resident will be offered a space in Residence and asked to confirm the status of the Resident's Residence acceptance within 24 hours. After confirmation to the Residence, all regular cancellation policies and payment deadlines apply.
- (iv) If the Resident has been accepted into Residence and the Residence Manager receives the Resident's My Housing Portal cancellation request after **August 1 (Deadline 2)**, but on or before the first day of the Term (**Deadline 3**), then the Resident will be charged a late cancellation fee. The cancellation fee will be equivalent to **30 days** of Residence Fees. Any Residence Fees paid will be refunded less any damages, charges or money owing to the Residence.
- (v) If the Residence Manager receives the Resident's written cancellation request after the first day of the Term (**Deadline 3**) and on or before **November 15 (Deadline 4)**, then the Resident will be charged for **each day they occupy a Residence room plus a cancellation fee**. The Resident must complete all Move-out Procedures detailed in **section 3.02** before cancellation fees and refunds will be assessed and issued. The cancellation fee will be equivalent to **60 days** of Residence Fees. The cancellation fee will not exceed the Agreement end date ("Move-Out Day") or as Customized by the Manager section, detailed in Table 1. Any Residence Fees paid will be refunded less any damages, charges or money owing to the Residence.
- (vi) If the Residence Manager receives the Resident's written cancellation request after **November 15 (Deadline 5)**, then the Resident will be charged for **each day they occupy a Residence room plus a cancellation fee**. The Resident must complete all Move-out Procedures detailed in **section 3.02** before cancellation fees and refunds will be assessed and issued. The cancellation fee will be equivalent to **90 days** of Residence Fees. The cancellation fee will not exceed the Agreement end date ("Move-Out Day") or as Customized by the Manager section, detailed in Table 1. Any Residence Fees paid will be refunded less any damages, charges or money owing to the Residence.

8.07 (b) Winter and Summer Applications/Agreements (Detailed in Table 5)

- (i) If the Resident's My Housing Portal cancellation request is received by the Residence Manager on or before **Deadline 1**, whether the Resident has been accepted into Residence or not, the Resident will receive a full refund of any Residence Fees paid to date.
- (ii) If the Resident is on the wait list and a space becomes available, the Resident will be offered a space in Residence and asked to confirm the status of the Resident's Residence acceptance within 24 hours. After confirmation to the Residence, all regular cancellation policies and payment deadlines apply.
- (iii) If the Resident has been accepted into Residence and the Residence Manager receives the Resident's My Housing Portal cancellation request after **Deadline 1**, but on or before the first day of the Term (**Deadline 2**), then the Resident will be charged a late cancellation fee. The cancellation fee will be equivalent to **30 days** of Residence Fees. The cancellation fee will not exceed the Agreement end date ("Move-Out Day") or as Customized by the Manager section, detailed in Table 1. Any Residence Fees paid will be refunded less any damages, charges or money owing to the Residence.

- (iv) If the Resident has been accepted into Residence and the Residence Manager receives the Resident's written cancellation request after the first day of the term (**Deadline 3**) then the Resident will be charged for **each day they occupy a Residence room plus a cancellation fee**. The cancellation fee will be equivalent to **60 days** of Residence Fees. The cancellation fee will not exceed the Agreement end date ("Move-Out Day") or as Customized by the Manager section, detailed in Table 1. Any Residence Fees paid will be refunded less any damages, charges or money owing to the Residence.

| TABLE 5: Refunds, Cancellation Fees, and Deadlines | | | | | | |
|---|-------------|-------------------------------------|--|--|--|--|
| Late applicants will be subject to the same cancellation deadlines outlined below. The cancellation date is the date the student vacates the Residence. | | | | | | |
| Terms | | Deadline 1 | Deadline 2 | Deadline 3 | Deadline 4 | Deadline 5 |
| Summer Applications & Agreements | Date | On or before April 1 | After April 1 On or before Move-In Day | After Move-In Day | | |
| | Fee | Full refund of Residence Fees paid. | Residence Fees refunded less Cancellation Fee equivalent to 30 days of Residence Fees. | Charged for each day they occupy a Residence Room plus a cancellation fee equivalent to 60 days of Residence Fees. | | |
| | | | | | | |
| Academic Year Application & Agreements | Date | On or before June 15, 2022 | After June 15, 2022 On or before August 1 | After August 1 On or before Move-In Day | After Move-In Day On or before November 15, 2022 | After November 15, 2022 |
| | Fee | Full refund of Residence Fees paid. | Full refund of Residence Fees paid, less a \$500 Cancellation Fee | Residence Fees refunded less a Cancellation Fee equivalent to 30 days of Residence Fees. | Charged for each day they occupy a Residence Room plus a cancellation fee equivalent to 60 days of Residence Fees. | Charged for each day they occupy a Residence Room plus a cancellation fee equivalent to 90 days of Residence Fees. |
| | | | | | | |
| Winter Applications & Agreements | Date | On or before December 1, 2022 | After December 1, 2022 On or before Move-In Day | After Move-In Day | | |
| | Fee | Full refund of Residence Fees. | Residence Fees refunded less a Cancellation Fee equivalent to 30 days of Residence Fees. | Charged for each day they occupy a Residence Room plus a cancellation fee equivalent to 60 days of Residence Fees. | | |

Note: this table does not apply to students on a waitlist for residence.

8.07 Payment after Notice of Withdrawal. The Manager's acceptance of any payment of arrears or of any other payment for the use or occupation of the Room, after delivery of a notice terminating this Agreement to the Resident, does not operate as waiver of a notice of withdrawal, nor reinstatement of this Agreement.

8.08 Binding Effect. Each reference in this Agreement to the Manager, the Institution, and the Resident includes their respective heirs, estate trustees, legal representatives, successors and assigns, as applicable.