



Residence Cancellation Form 2016-2017

Personal Information

This form is for students who have already submitted the \$500.00 Residence Deposit but have not moved into residence. Under certain circumstances (as indicated in the Early Withdrawal & Cancellations policies) a refund of a portion or all of your residence confirmation deposit is possible. All cancellations must be submitted by **registered mail, fax, or in person** to the Residence Office at:

Mail: Concordia Residence Office
7128 Ada Blvd
Edmonton, AB T5B 4E4
Canada
Fax: (780) 479-9240

To be completed and submitted by the applicant or Parent/Guardian (if applicant is under age of majority):

Applicants Family (Last) Name: _____

Applicants First Name (Legal): _____

Applicants Middle Name: _____

Applicants Concordia Student ID#: _____

E-mail: _____

Phone: _____

Reason for canceling:

If applicable, please be sure to include any supporting documentation (ex. Medical Letter). **Failure to include required supporting documentation will delay processing of your refund request.**

Signature of Applicant

Date

If Applicant is under the age of majority:

Name of Parent/Guardian (Please Print)

Date

Signature of Parent/Guardian