

## Canadore Student Withdrawal Process

1. Review Student Resident Agreement
  - [International & Family Student Resident Agreement](#)
  - [Domestic Student Resident Agreement](#)
2. Obtain a student withdrawal form
  - Paper copies can be picked up from the front desk in building 15
  - Digital copies can be emailed to you. Please request a digital copy through [info@canadoreresidence.ca](mailto:info@canadoreresidence.ca)
3. Fill out withdrawal form and submit **no later than 5 days before departure**
  - Can be submitted in person to the front desk or via email at [info@canadoreresidence.ca](mailto:info@canadoreresidence.ca)
  - Please note, in the summer term, it is required that you submit the withdrawal from **30 days before your departure**
4. On the day of your departure, please follow the move-out check list below
  - Place all suite furniture in its original position
    - Check the entire suite for all, if any, faults
  - Clean desk
    - Wipe the drawer of the dresser and remove any fallen items
  - Clean bathrooms
    - Thoroughly clean your bathroom: sink, shower, and toilet. Don't forget the mirror and the counter top. Clean under the sink as well.
  - Clean kitchen
    - If applicable, pull out the kitchen drawers and removed any fallen items. Clean out the sink, as well as the counter top and shelf. Clean under the sink. Once the refrigerator has been emptied, please remove the bottom drawers (crispers) and clean it. Wash out the entire inside and outside of the refrigerator. Please clean and remove all the contents within the freezer compartment. Clean stove top and oven.  
**DO NOT UNPLUG REFRIGERATOR & STOVE.**
  - Clean suite
    - All floors must be swept/mopped and/or vacuumed
  - Removed garbage
    - All garbage and personal items must be removed from the suite and taken to the dumpster. Unwanted personal belongings are not to be left in the suite.
  - Close windows
    - All windows are to be closed and locked securely
  - Close & lock bedroom doors

- Please ensure the bedrooms doors are closed and locked (not applicable for families)
- Turn of lights
  - Turn off all the light within the suite
- Payments due
  - All outstanding payment are due. Check with the front desk for any outstanding payments.
- Hand in items
  - Hand in your Room Key, Suite Key, Mail Key (if applicable), and any other required items at time of check out. Failure to do so will result in a charge

\*Residence staff will inspect all resident rooms after move out, failure to complete any listed task may results in damage/cleanliness charges.

5. If you have questions or concerns about the move out process, please contact our front desk via email or phone.

Thank you,

Residence Management

15 College Drive

North Bay, ON P1B 8K9

[info@canadoreresidence.ca](mailto:info@canadoreresidence.ca) | PH: 705.980.1301 ext. 0 | [canadorecollege.ca/Residence](http://canadorecollege.ca/Residence)