

Residence Life Housing Cancellation & Refund Policy

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This policy applies to all Concordia students who cancel their housing agreement with Residence Life. Cancellation circumstances include, but are not limited to, withdrawal, transfer, early graduation, and studying abroad.

Residence Life follows the Business Office refund schedule based on Withdrawal Date, found [here](#) (scroll down to the student forms section of this webpage). In cases where a student is not withdrawing from the college, the date they submit their cancellation is considered their Withdrawal Date for purposes of using the refund schedule.

Cancellation Fees

To adequately prepare for upcoming terms, cancellation fees apply when Residence Life receives late notice of a student's intent to cancel the housing contract. Cancellation fees are dependent on the housing type being cancelled:

- Traditional Residence Halls & Apartments - \$200 charge when a request to cancel housing for an upcoming term is received fewer than 30 calendar days before the start of that term.
- Townhouses – A charge equivalent to first and last month's rent for the upcoming term at time of cancellation request.

Cancellation fees are waived when a student's housing is cancelled due to suspension or expulsion from the college, or because they are granted a medical accommodation that results in departure from campus housing.

Students who believe they have special circumstances warranting a waiver of the cancellation fee may submit a written request to reslife@cord.edu within 5 business days of receiving written notice of being charged the cancellation fee. Decisions regarding fee waivers will be made by the Operations Coordinator with input from the Director of Residence Life.

Move Out Timeline

Upon receiving notice of a student's intent to cancel their housing – either by the student or by an authorized college official – the student is expected to vacate their housing assignment within 72 hours unless otherwise directed by the College. Students are expected to follow established move out procedures for their residence hall.

Students will be charged \$20 per additional day they remain in campus housing past the 72-hour deadline, and Residence Life reserves the right to deactivate the student's fob, change the locks on their door, and/or address abandoned belongings if campus housing is not vacated within 72 hours. The student will be charged \$20 per day until they finish moving out or the college administratively removes their access from the room, whichever comes first. Students who need more time to move out should communicate with reslife@cord.edu to request a move-out extension. In situations of hardship, the \$20 per day charge may be waived at the discretion of the Operations Coordinator, Director of Residence Life, or their designee.