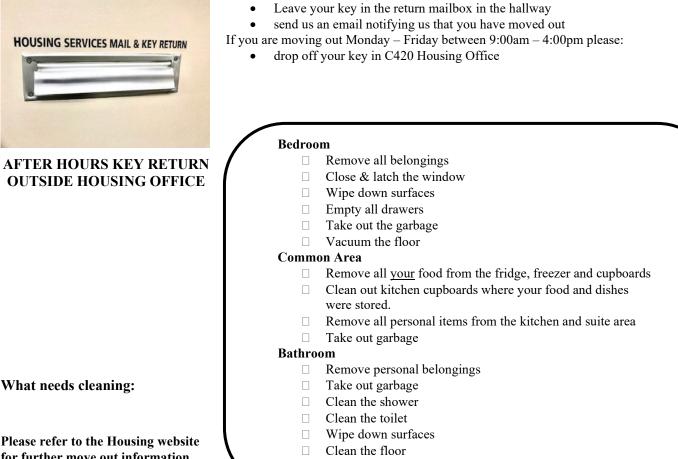
# **<u>GETTING YOUR MONEY BACK</u>** THINGS TO KNOW WHEN MOVING OUT OF MOUNT BLAKISTON

If you move out on a weekend or after office hours, please:

April 21, 2023 @ 4:00pm

# Last day of contract:



Clean Sinks

for further move out information (www.uleth.ca/housing/moving-out)

# If housekeeping needs to do additional cleaning:

As you are leaving:

If key FOB is returned late or lost:

Cleaning fees will be assessed at **\$50.00 per hour**. Cleaning charges assessed for common areas, kitchens and bathrooms will be divided among roommates.

- □ Make sure to take all your belongings. Unclaimed items will be donated to a local charity after 30 days.
- □ Remember to close your window, turn off lights
- □ Email Housing Services (<u>housing@uleth.ca</u>) to notify you have vacated the unit.

You will be charged \$100.00 for the first night and a daily room rate commencing the second night until you notify Housing Services you have vacated the unit. If you lose your key FOB charge will be: FOB: \$75.00 Late move-out charges will apply until you report your key lost

## Mail Services & Security Deposit Refund:

Housing Services is **unable** to redirect student mail.

## SECURITY DEPOSIT REFUND (DIRECT DEPOSIT REFUND)

Security Deposit credits are on your student account, viewable on the Bridge. Security deposit refunds will be processed in **June** for eligible students.

For a refund please choose 1 option and forward the necessary information to <u>cash.office@uleth.ca</u>:

**1.) Direct Deposit refund** - please go onto your Bridge account under Student – Student Account – Direct Deposit and set up your "Accounts Payable" banking information for refund. Once this is complete, please email the Cash Office with your ID#, last 3 digits of your bank account number and a class taken last semester.

**2.)** Cheque refund - If you would prefer a cheque sent out, please email the Cash Office and provide your ID# and current address; ensure this address is current on your Bridge account under "Personal Information".

**3.) Transfer to student account** - Deposits paid for housing can also be transferred to tuition or other fees owing upon request. Please email the Cash Office with your ID# and request.

If you do not set up the banking information before the beginning of **June**, a REFUND CHEQUE will be mailed out to your address set up on the BRIDGE.

## International Students returning to their country of origin

**To receive your security deposit refund -**The University will complete a **wire transfer** to your international bank in your home country. (IMPORTANT NOTICE - Your PERMANENT address on the Bridge, MUST match the address you provide your home bank)

Please email <u>cash.office@uleth.ca</u> with the following completed bank wire transfer request form:

See detailed instructions - Bank Wire Transfer

Complete and return to the cash office - Wire Transfer Request Form

#### International Students staying in Canada

Please follow instructions up above to create a Direct Deposit Refund.