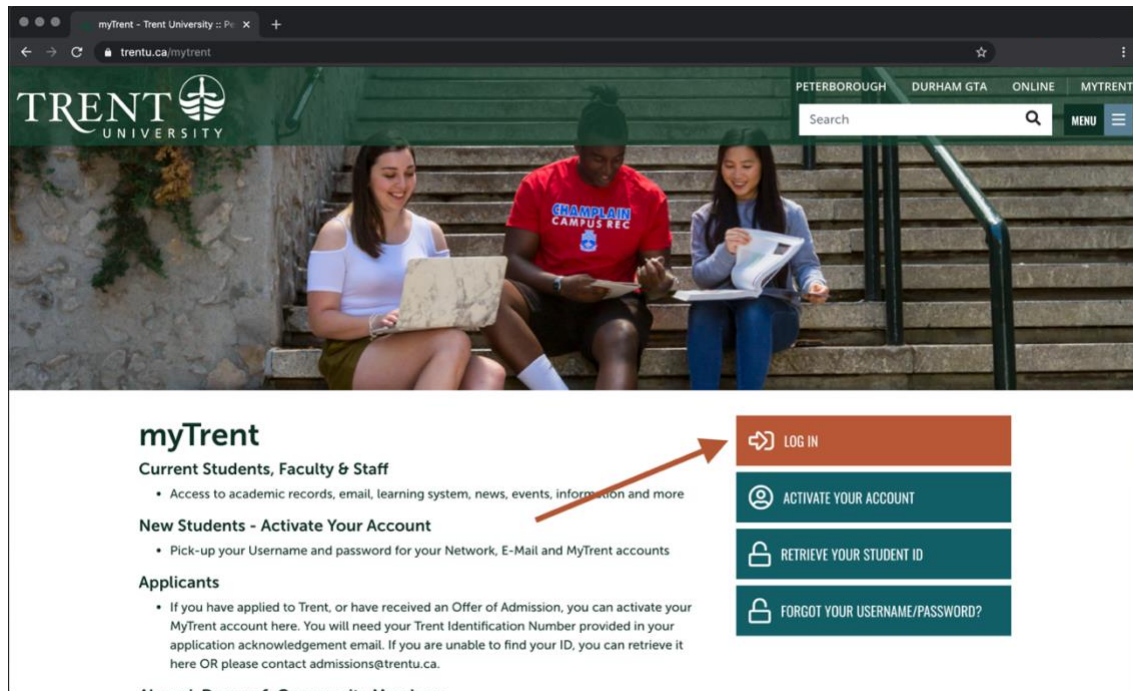
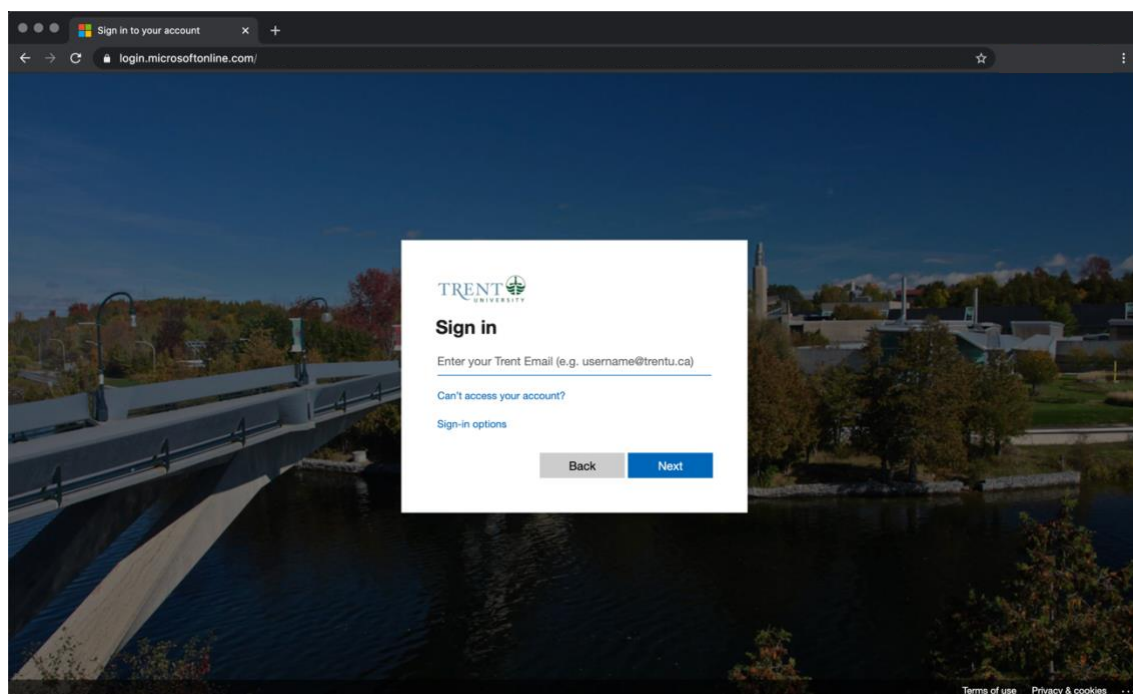


Cancelling Residence Application – Guide

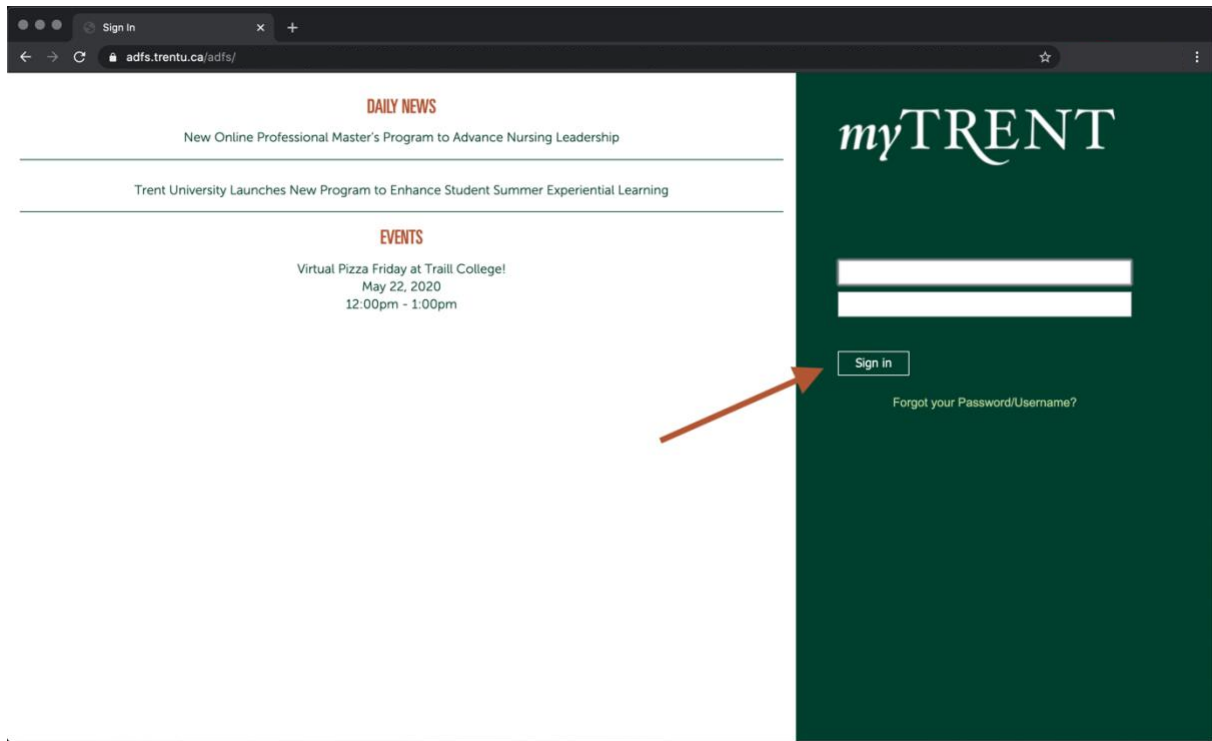
Step 1. Navigate to <https://www.trentu.ca/mytrent> and click 'Log In':



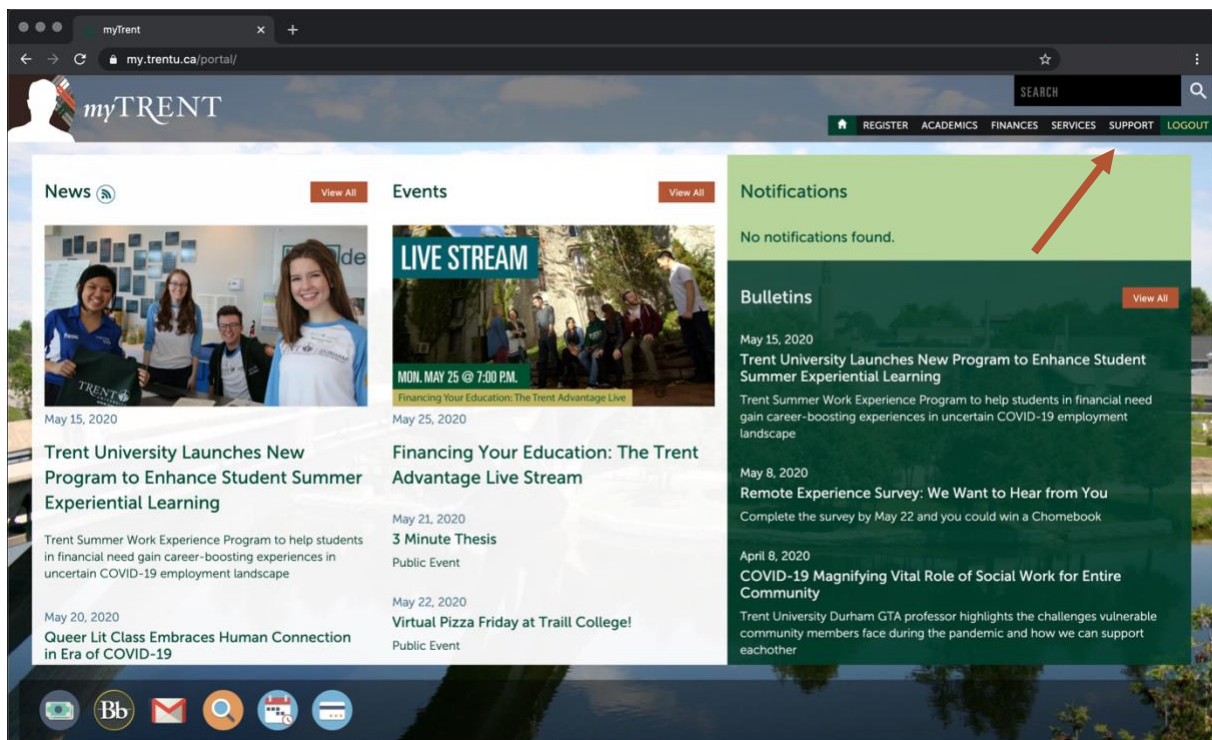
Step 2. Put your Trent email address and hit 'Next':



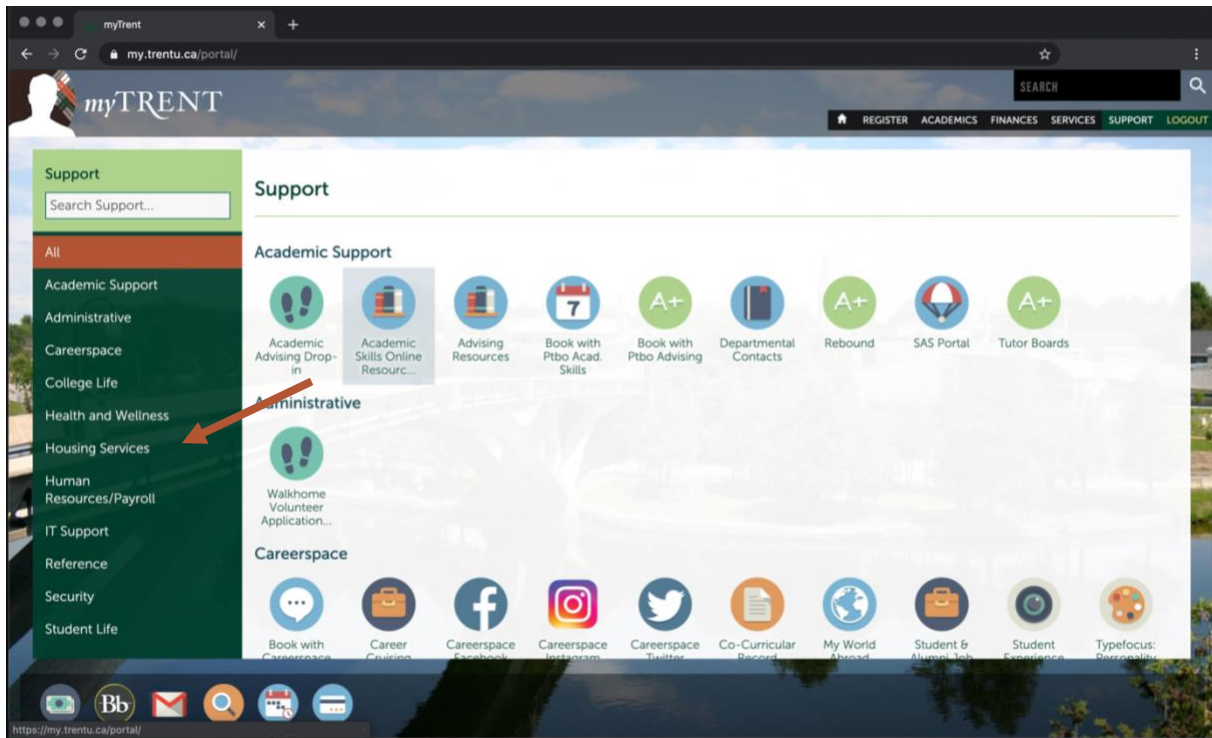
Step 3. Put your password and hit 'Sign in':



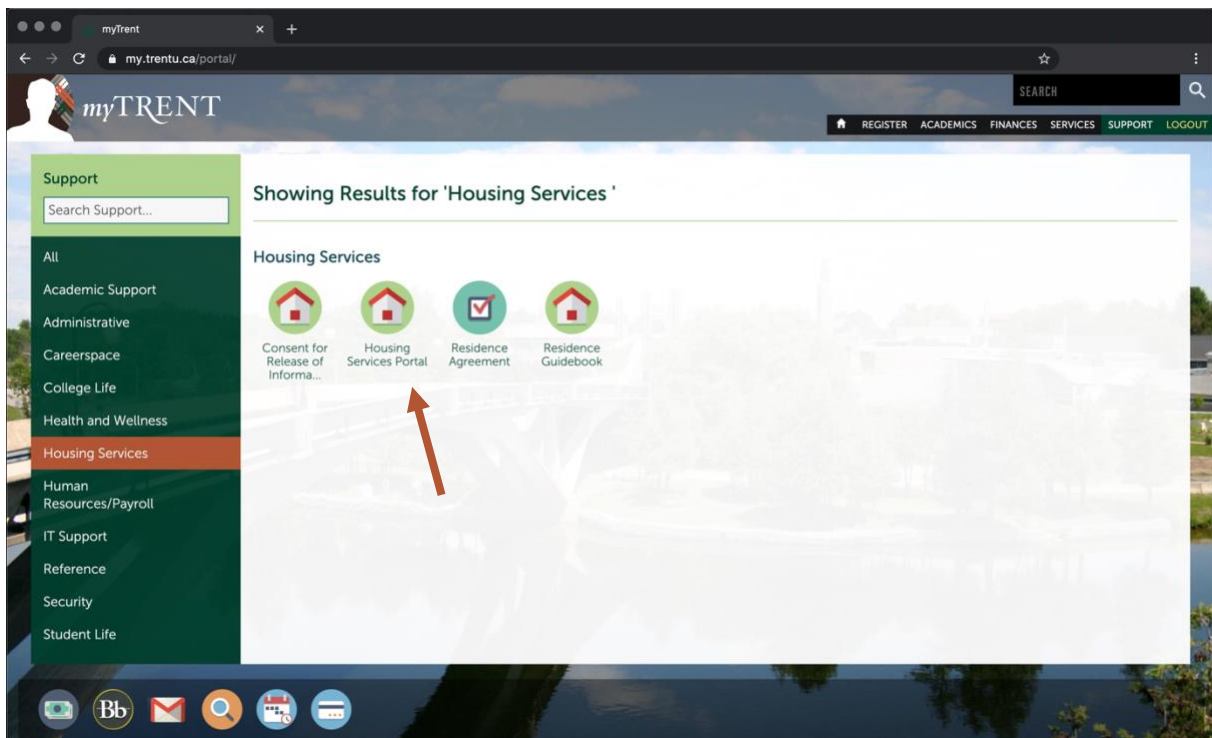
Step 4. Click on 'Support' tab in the top-right corner:



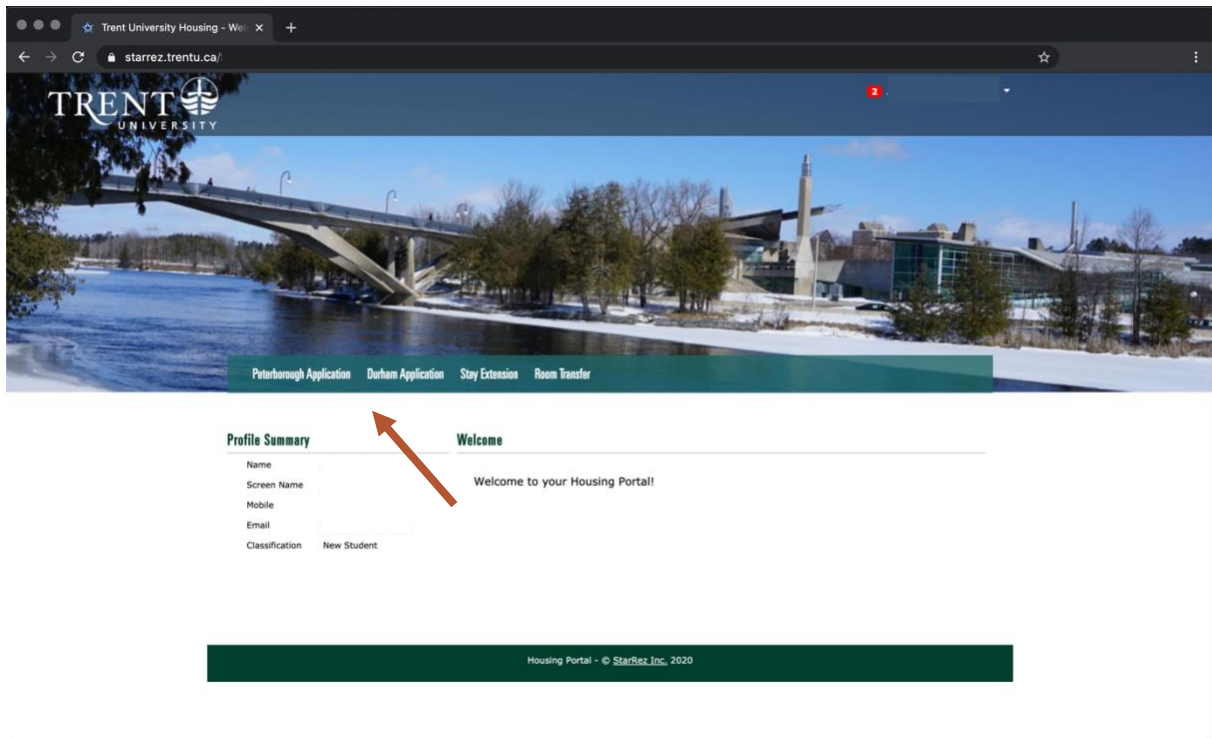
Step 5. Click on 'Housing Services' category in the left menu:



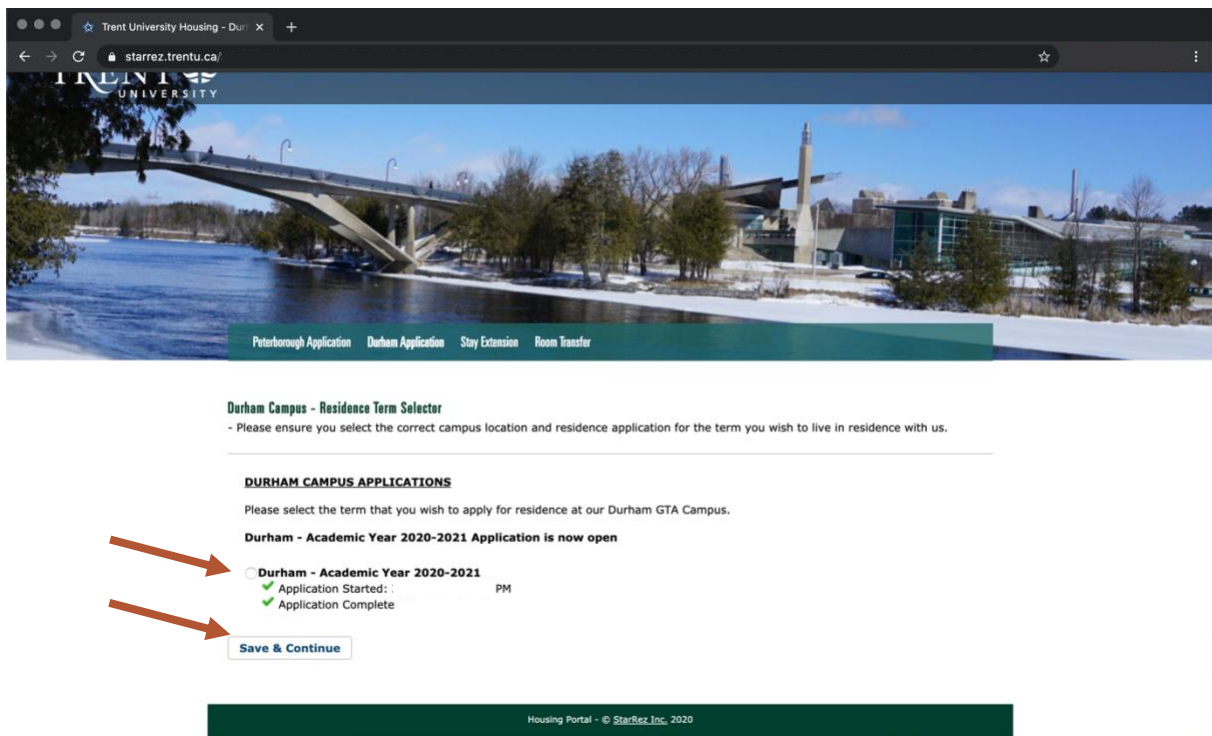
Step 6. Click on 'Housing Services Portal' button:



Step 7. Click on the campus application that you wish to cancel:



Step 8. Select the current application and click 'Save and Continue':



Step 9. Click on 'Application Status' above the application section selector:

The screenshot shows the Trent University Housing application process. The top navigation bar includes links for Peterborough Application, Durham Application, Stay Extension, and Room Transfer. Below this is the Durham Application Menu for the Academic Year 2020-2021, New Student. A progress bar shows steps 3 through 14. Step 7, FIPPA, is currently selected. An arrow points to the 'Application Status' link above the progress bar. The main content area displays the FIPPA (Freedom of Information and Protection of Privacy Act) information, stating that Trent University Housing Services protects the information of applicants and residents. It includes a link to the FIPPA document and a list of records accessible under the Act, such as Residence assignment.

Trent University

Peterborough Application Durham Application Stay Extension Room Transfer

Durham Application Menu | Applying for Durham - Academic Year 2020-2021 - New Student

Application Status

3 Personal Information 4 Emergency Contact Information 5 Accessibility In Residence 6 Photo Upload 7 FIPPA 8 Winter Break Residence Application 9 Profile Questions 10 Roommate Profile 11 Roommate Search 12 Deposit Payment 13 Room Selection 14 Dining Plans

FIPPA (Step 7 of 14)

In accordance with the Freedom of Information and Protection of Privacy Act (1990), Trent University Housing Services protects the information of our applicants and residents.

Personal information is factual or subjective information about an identifiable individual. It includes, but is not limited to, such basic details as name, address, gender, age and marital status, as well as health information, education history, and financial data.

Some additional records which will generally be accessible under the Act within Housing Services include:

- Residence assignment

<https://starrez.trentu.ca/StarRezPortal/> judicial matters

Step 10. Click on 'Cancel Application' below the application section selector:

The screenshot shows the 'Application Status' page. The top navigation bar is the same as in the previous screenshot. The progress bar shows steps 3 through 14, with step 7, FIPPA, still selected. The 'Application Status' link is now highlighted. The main content area displays the 'Application Status' section. It includes a 'Main' button and a 'Cancel Application' link. Below this, there is a message stating that the application is currently complete and that the user can cancel the application by selecting the 'Cancel Application' step. A table shows the application details for the Durham - Academic Year 2020-2021, including the term, dates, and status. The status is 'Applied', 'Deposit Paid', 'Fee Paid', and 'Application Complete'. At the bottom, there is a link to the Facebook page and a link to the Twitter page.

Trent University Housing - App: X +

starrez.trentu.ca/

Peterborough Application Durham Application Stay Extension Room Transfer

Durham Application Menu | Applying for Durham - Academic Year 2020-2021 - New Student

Application Status

3 Personal Information 4 Emergency Contact Information 5 Accessibility In Residence 6 Photo Upload 7 FIPPA 8 Winter Break Residence Application 9 Profile Questions 10 Roommate Profile 11 Roommate Search 12 Deposit Payment 13 Room Selection 14 Dining Plans

Application Status

Main | Cancel Application

This page contains the current progress of your application.

The information below contains the specific duration and details of your application.

Your application is currently complete. Please check the menu for steps that are still open. You may cancel the application by selecting the 'Cancel Application' step.

.Starrez, Michele

Term:	Durham - Academic Year 2020-2021
Dates:	9/5/2020 - 4/23/2021
Status:	✓ Applied : PM
	✗ Deposit Paid
	✓ Fee Paid
	✓ Application Complete

For more pictures and information about residence, please visit: [Facebook.com/trentuhousing](https://www.facebook.com/trentuhousing) or follow us on Twitter @trentuhousing or on Instagram @trentuhousing

Step 11. Fill out the answers to the questions in the form:

*** Please note that 'Spoken to CRLC?' and 'Anticipated Move Out:' only apply to students who are currently living in residence. ***

If you are cancelling your application because of recent changes to the delivery of classes for Fall 2020 Term:

- select 'Yes' for the first question,
- select 'No' for 'Spoken With CRLC?' question,
- click 'Today' in drop-down date selection for 'Anticipated Move Out:',
- fill out 'Cancellation Reasons'.

The screenshot shows the 'Application Status - Cancel Application' page (Step 14 of 14) on the Trent University Housing portal. The page includes a progress bar at the top with 14 steps. The current step is 'Cancel Application'. The form contains the following sections:

- Are you cancelling your application due to the recent changes announced for the delivery of classes for the Fall 2020 Term?** (Dropdown menu: - Please Select -)
- Spoken With CRLC?:** (Dropdown menu: - Please Select -)
- Anticipated Move Out:** (Date picker showing 'Today')
- Please note that per the withdrawal from residence section of the Residence Agreement, your withdrawal date will be the date that you submit a completed withdrawal form. By checking the box below you indicate that you have read the Residence Agreement and understand the Withdrawal section of the document.:**
- Agree to Cancellation:** (Checkbox, currently unchecked)
- Cancellation Reasons:**
 - Cancellation Reason:** (Dropdown menu: - Please Select -)
 - Primary Housing Cancellation Reason:** (Dropdown menu: - Please Select -)

Step 12. Click on 'Cancel Application' button to complete the cancellation.

The screenshot shows the 'Cancel Application' page with the 'Agree to Cancellation' checkbox checked. The 'Cancellation Reasons' section is expanded, showing the following fields:

- Cancellation Reason:** (Dropdown menu: - Please Select -)
- Primary Housing Cancellation Reason:** (Dropdown menu: - Please Select -)
- Secondary Housing Cancellation Reason:** (Dropdown menu: - Please Select -)
- Primary Housing Cancellation Reason Other:** (Text input field)
- Reason for picking Housing:** (Dropdown menu: - Please Select -)
- Secondary Reason for Picking Housing:** (Dropdown menu: - Please Select -)
- Challenges for Leaving:** (Text input field)

Below the form, there is a disclaimer: 'Any personal information submitted is collected and used by Trent University under the authority of Section 18(3)(c) of the Trent University Act, 1963 and will be used only for the stated purpose by the authorized University department(s) to inform the provision of academic and administrative services.'

An orange arrow points to the **Cancel Application** button at the bottom of the page.