



CANCELLATION FORM

This form is submitted to cancel my Housing Agreement. I have read and fully understand the Housing Agreement obligations and will adhere to its specifications.

Name (Last/First/MI)	
University ID No.	
Classification	
Current Room Assignment	
Home Mailing Address	
Permanent Phone #	
Reason For Cancellation:	
Semester of Cancellation	_____ FALL _____ SPRING _____ SUMMER YEAR: 20 _____
Student Signature	
Date	

This agreement may be cancelled, providing that the Housing Office receives a notice of cancellation in writing on or before the deadlines stated herein. The \$200 advance payment is non-refundable. (See Deadline Dates).

FALL CANCELLATION TERMS AND CONDITIONS

DEADLINE DATES	STUDENTS CANCELLATION FEE	Balance Due to Housing
On or before June 22	\$200	\$0
June 23 - July 25	\$300	\$100
July 26 - August 16	\$350	\$150
August 17 thru the first day of class	\$500	\$300
After the first day of class	The Entire Semester's Rent	Based on Room Assignment

SPRING CANCELLATION FEES AND DEADLINES (First semester residing in a University owed facility)

DEADLINES DATES	STUDENTS CANCELLATION FEE	REFUND DUE
On or before November 1	\$ 200.00	\$0.00
November 2 - December 1	\$300.00	\$100.00
December 2 - December 15	\$350.00	\$150.00
December 16 thru Opening Day	\$500.00	\$300.00
After the 1 st day of classes	The Entire Semester's Rent	Based on Room Assignment

SUMMER CANCELLATION TERMS AND CONDITIONS SESSIONS "A" AND "C"

DEADLINE DATES	STUDENTS CANCELLATION FEE	Balance Due to Housing	DEADLINE DATES	STUDENTS CANCELLATION FEE	Balance due to Housing
New Resident Applicants			Option Form Applicants		
On or before April 15	\$200	\$0	On or before April 15	\$200	\$200
April 16 - May 1	\$350	\$150	April 16 - May 1	\$350	\$350
May 2- The 1 st day of classes	\$500	\$300	May 2 - The 1 st day of classes	\$500	\$500
After the 1 st day of classes	Entire Semester's Rent	Based on Semester's Rent	After the 1 st day of classes	The Entire Semester's Rent	Based on Room Assignment

SUMMER CANCELLATION TERMS AND CONDITIONS SESSION "B"

DEADLINE DATES	STUDENTS CANCELLATION FEE	Balance Due to Housing	DEADLINE DATES	STUDENTS CANCELLATION FEE	Balance due to Housing
New Resident Applicants			Option Form Applicants		
On or before May 15	\$200	\$0	On or before May 15	\$200	\$200
May 16 - May 30	\$350	\$150	May 16 - May 30	\$350	\$350
June 1 - The 1 st day of classes	\$500	\$300	June 1 - The 1 st day of classes	\$500	\$500
After the 1 st day of classes	Entire Semester's Rent	Based on Semester's Rent	After the 1 st day of classes	The Entire Semester's Rent	Based on Room Assignment

FOR OFFICE USE ONLY

STUDENTS DO NOT WRITE BELOW THIS LINE

DEPOSIT AMOUNT		CANCELLATION FEE	
APPROVED / DATE		DISAPPROVED / DATE	

REVISED: 12/14/2018