

Housing Cancellation Request Form

Date: _____ Term: _____

Class Year: _____

Name: _____

CWID#: _____

Building/Room: _____

Reason for
Cancelling: _____

For Office of Residence Life Use Only:

Cancellation Fee Applied: Yes No

Housing Cancellation Policy

NO DEPOSIT REQUIRED: There will not be a deposit required to submit a housing application during the room selection process.

CANCELLATION FEE: There will be a \$350 cancellation fee assessed to any student who cancels his/her room assignments *after* they have been assigned a room.

If a student is living on campus for the fall semester and wishes to cancel for the spring semester, he/she must do so by the last day of fall class (before finals) to be exempt from the cancellation fee. Any cancellation after the last day of class will result in a \$350 cancellation fee.

CANCELLING A ROOM: A cancellation request must be made in writing/email to the Office of Residence Life. Writing or telephoning another department such as the Student Service Center, Cooperative Education Office, Office of Undergraduate Admissions, the Student Life Office, an advisor, a Dean, an RA or another student **DOES NOT** constitute cancellation of the housing contract.

The cancellation guide/refund policy is as follows:

Prior to day of opening	\$350	cancellation fee
Day of opening – end of the 2nd week of class	50%	refund
Beginning of the 3rd week of class – the end of semester	0 %	refund

COOP STUDENTS: Co-op students who are residents are encouraged to participate in the room selection process at their designated time. **Students will incur a \$350 penalty if they DO NOT cancel with the Office of Residence Life.** Co-op students will not be subject to the cancellation fee if he/she cancels their room within 10 days of accepting a co-op assignment. If co-op students intend to cancel they must do so whether they are assigned a bed or on the waiting list.

The Co-op Office will provide Residence Life with a roster of students who are scheduled for Co-Op. The list will include a student's hometown, the location of the co-op assignment, and the date the student accepted the position.

GREEK HOUSING STUDENTS: Students who select a campus room assignment and later choose to reside in Greek housing will **not** be subject to the cancellation fee *before July 1st*. After July 1st, any student wishing to reside in Greek housing and already has a campus room assignment, will be subject to the \$350 cancellation fee.