CONTRACT CANCELLATION FORM - FALL 2016/SPRING 2017
DEPARTMENT OF RESIDENCE LIFE & HOUSING

UNIV ID#:_____**BUILDING & ROOM:**_____

NAME:_____**DATE OF BIRTH:**_____

ADDRESS:_____**CITY:**_____**STATE:**_____**ZIP:**_____

COUNTY:_____**TELEPHONE:**_____

I PLAN TO MOVE OUT OF MY RESIDENCE HALL ON THE FOLLOWING DATE:_____

REASON FOR CANCELLATION (PLEASE CIRCLE ONE):

Off Campus	Not Attending	Transfer	Commuting from Home	Deferring Attendance to Spring 2017
Co-Op (Ltr)	Medical	Personal	Judicial	Moving into a Greek House
Internship (Ltr)	Financial	Graduation	Military	Dismissal
Student Teaching (Ltr)	Other_____			

WILL YOU CONTINUE TO ATTEND THE UNIVERSITY: YES NO

CANCELLATION FEE (IF APPLICABLE):

The Contract is for one academic year; therefore, should you decide to cancel your Contract you may be responsible for one of the following cancellation fees:

Cancellation for full academic year (Fall 2016/Spring 2017)*

- New Entering, Transfer and Graduate will be charged a $150 cancellation/forfeiture fee if notification to cancel Contract is received **after May 15, 2016.**
- Returning Students will be charged $150 cancellation/forfeiture fee **at all times** prior to the start of fall semester.

Cancellation for a Fall 2016 Only Contract OR Spring 2017 Only Contract*

- New Entering, Transfer and Graduate will be charged a $150 cancellation/forfeiture fee if notification to cancel Contract for 2016/2017 if received **after May 15, 2016 for Fall 2016 OR October 15, 2016 for Spring 2017.**
- Returning Students will be charged $150 cancellation/forfeiture fee **at all times** prior to the start of initiated semester.

Cancellation for Spring 2017 (where student has resided on campus for Fall 2016)*

- All students will be assessed a $200 cancellation fee (some exceptions apply).

***If a student has resided on campus for ANY portion of a semester, they are responsible for the daily room charges incurred through the date of the student's official check-out of assigned room.**

MY, OR MY DESIGNEE'S, SIGNATURE BELOW INDICATES THAT I HAVE READ AND UNDERSTAND THE CANCELLATION FEE AND I AM CANCELLING FOR:

☐ **Both Fall 2016 & Spring 2017 Semesters** ☐ **Fall Semester 2016 Only** ☐ **Spring Semester 2017 Only**

_____ _____

Student Signature **Date** **Parent/Guardian Signature (If student is under 18)** **Date**

FOR OFFICE USE ONLY

	Amount Due	Released
Cancellation/Forfeiture Fee:		
Room Amount:____**Nights x $**_____**Per Night =**		

Check out Date_____ Edit Move Out Date _____ Delete/Change Booking_____ Update Memo_____

Cancel Application_____ Update RMS Account _____ RCC Rec'd_____ Letter Sent _____

Copy to RLC_____ Exemption Filed_____

Fall 2016 Credit Hours_____ Spring 2017 Credit Hours_____