



2017 – 2018 HOUSING LICENSE CANCELLATION REQUEST

Name _____
 Home Address _____
 Home Phone _____

Unit _____ Email _____
 City _____ State _____ Zip _____
 Cell Phone _____

REASON FOR CANCELLATION

_____ Student Teaching (more than 50 miles from campus)
 _____ Studying Abroad

_____ Internship / Practicum
 _____ Other _____

FEE FOR APPROVED CANCELLATION

Students who will be **Student Teaching, Studying Abroad or participating in a University Approved Internship** after the end of the Fall Semester and who submit this form along with supporting documentation* to the Management Office by **December 1, 2017** will not be assessed a cancellation fee.

***DOCUMENTATION:** For study abroad, student teaching or internship, students may submit a copy of their letter of acceptance into the program.

FALL SEMESTER 2017

Prior to Aug 24th	\$325
Aug 24th – Oct 9th	\$2,058.50 (50% of semester fee)
After Oct 9th	\$4,117 (semester fee)

SPRING SEMESTER 2018

Prior to Jan 27th	\$325
Jan 27th – Mar 12th	\$2,058.50 (50% of semester fee)
After Mar 12th	\$4,117 (semester fee)

VOLUNTARY CANCELLATION

Authorized vacancies (i.e., from students graduating, studying abroad, etc.) would be filled before vacancies for students voluntarily canceling their License (i.e., because they want to live somewhere else, can't afford it, etc.). Vacancies for students voluntarily cancelling their Housing License will be filled in the order that they are received. If a replacement is found for the student, the student would be financially responsible for the Cancellation Fee as outlined above. If a replacement is not found, the student would remain bound to the terms and conditions of the 2017-2018 License Agreement.

My signature indicates that I am requesting to cancel my Housing License and I am no longer guaranteed a space in Paca & Tubman Houses. I understand that I remain financially obligated to my Housing License unless I receive written approval of my release. If I am approved for a release, but later decide to return to Paca & Tubman Houses, I must reapply. Finally, I understand that, if approved for a release, if I fail to check-out by 10 AM the day after Finals, I will be subject to additional charges.

 Signature

 Date

Anticipated Check-Out Date _____

Documentation Submitted? _____ YES _____ NO

FOR OFFICE USE ONLY _____ APPROVED _____ DENIED

 Management Signature Date