



## 2019 – 2020 HOUSING LICENSE CANCELLATION REQUEST

Name \_\_\_\_\_ Unit \_\_\_\_\_ Email \_\_\_\_\_  
 Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

### REASON FOR CANCELLATION

\_\_\_\_\_ Student Teaching (more than 50 miles from campus) \_\_\_\_\_ Internship / Practicum  
 \_\_\_\_\_ Studying Abroad \_\_\_\_\_ 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 2, 2019** 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 2019

Prior to Aug 22nd \$325  
 Aug 22ndh – Oct 7th \$2,162.50 (50% of semester fee)  
 After Oct 7th \$4,325 (semester fee)

### SPRING SEMESTER 2020

Prior to Jan 25th \$325  
 Jan 25th – Mar 10th \$2,162.50 (50% of semester fee)  
 After Mar 10th \$4,325 (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 2019-2020 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