



## 2018 – 2019 HOUSING LICENSE CANCELLATION REQUEST

Name: \_\_\_\_\_

MH Apartment/ Bed: \_\_\_\_\_ Email: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

### REASON FOR CANCELLATION

\_\_\_\_\_ Student Teaching (more than 50 miles from campus)

\_\_\_\_\_ Study Abroad

\_\_\_\_\_ Internship / Practicum (more than 50 miles from campus)

\_\_\_\_\_ Mid-Year Graduation

\_\_\_\_\_ Financial Hardship

\_\_\_\_\_ Other: \_\_\_\_\_

### FEE FOR APPROVED CANCELLATION

Students who will be **graduating, studying abroad, or participating in a University approved internship** that is more than 50 miles from campus at the end of the Fall Semester who submit this form along with supporting documentation\* to the Management Office by **November 30, 2018**, will not be assessed a cancellation fee.

**\*DOCUMENTATION:** For graduating seniors, students may submit a copy of their graduation confirmation email from Graduate Services. For study abroad, student teaching, or internship/practicum, students may submit a copy of their letter of acceptance into the program with placement location.

### FALL SEMESTER 2018

Prior to Aug 23 <sup>rd</sup>	\$300
Aug 23 <sup>rd</sup> – Oct 8 <sup>th</sup>	\$2,348 (50% of semester fee)
After Oct 8 <sup>th</sup>	\$4,696 (100% of semester fee)

### SPRING SEMESTER 2019

Prior to Jan 26 <sup>th</sup>	\$300
Jan 26 <sup>th</sup> – Mar 8 <sup>th</sup>	\$2,348 (50% of semester fee)
After Mar 8 <sup>th</sup>	\$4,696 (100% of 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 canceling 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 2018-2019 License Agreement.

*My signature indicates that I am requesting to cancel my Housing License and I am no longer guaranteed a space in Millennium Hall. 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 Millennium Hall, I must reapply. Finally, I understand that, if approved for a release, if I fail to check-out by 9 AM the day after Finals (or by 8 PM the day of commencement, if participating in commencement exercises), 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