



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

SPRING SEMESTER 2019

Prior to Jan 26 th	\$300
Jan 26 th – Mar 8 th	\$2,348 (50% of semester fee)
After Mar 8 th	\$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