

## 2019-2020 Housing License Cancellation Request

Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_

MH Apartment and Bedroom: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Email: \_\_\_\_\_

### REASON FOR CANCELLATION

- |   |   |
|---|---|
| <input type="checkbox"/> Student Teaching/Internship/Practicum<br>*must be more than 50 miles from campus<br><input type="checkbox"/> Financial Hardship<br><input type="checkbox"/> Study Abroad | <input type="checkbox"/> Medical Withdrawal<br>*must be approved by Academic Standards Committee<br><input type="checkbox"/> Mid-Year Graduation<br><input type="checkbox"/> 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 29, 2019, will not be assessed a cancellation fee.

#### \*REQUIRED DOCUMENTATION:

- Graduates: Submit a copy of your graduation approval notice.
- Study Abroad/Student Teaching/Internship: Submit a copy of their acceptance to the program and its location.
- Medical Withdrawal: Submit a copy of your release provided to you by the Academic Standards Committee.

#### FALL SEMESTER

Prior to Aug 22 <sup>nd</sup>	\$300
Aug 22 <sup>nd</sup> – Oct. 7 <sup>th</sup>	\$2,406.50 (50% of semester fee)
After Oct 7 <sup>th</sup>	\$4,813 (100% of semester fee)

#### SPRING SEMESTER

Prior to Jan 25 <sup>th</sup>	\$300
Jan 25 <sup>th</sup> – Mar 9 <sup>th</sup>	\$2,406.50 (50% of semester fee)
After Mar 9 <sup>th</sup>	\$4,813 (100% of semester fee)

### VOLUNTARY CANCELLATION

Authorized “Involuntary” 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 2019-2020 License Agreement.**

Student Initials    Guarantor Initials    (\*Initials are required by the student and guarantor in order for us to process your request.)

- |       |       |   |
|-------|-------|---|
| _____ | _____ | I understand that this request is to cancel the student’s current housing license and the student is no longer guaranteed a space at Millennium Hall.   |
| _____ | _____ | I understand that per section 14 of the 2019-2020 Housing License, the student and guarantor <b>BOTH</b> remain financially obligated to the housing license until written approval release is received.                                |
| _____ | _____ | I understand that is my request to cancel is approved and I decide to return to Millennium Hall, I must reapply.  |
| _____ | _____ | I understand that, if approved for a release, if the student fails 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. |

Student Signature \_\_\_\_\_  
 Date \_\_\_\_\_

Guarantor Signature \_\_\_\_\_  
 Date \_\_\_\_\_

FOR OFFICE USE ONLY     APPROVED     DENIED    Management Signature & Date \_\_\_\_\_