

## Housing Cancellation Process Overview

Please review our cancellation steps below. Your request will not be considered by Management until steps 1-3 are completed. Your cancellation is considered incomplete until steps 1-3 are complete. Please note that submission of the Housing License Cancellation Request form requires both resident and guarantor signatures and does NOT guarantee release from the financial responsibility of the 2024-2025 housing license terms.

STEP 1: **Resident Requests Cancellation Form** – Complete!

STEP 2: **Resident and Guarantor E-sign the Cancellation form** – In Progress....

This link was emailed to the resident to e-sign their part of the document **first**. Please complete the Cancellation Request form electronically (in one sitting) using the electronic document you have been sent via email. Once signed by the resident, a link will automatically be emailed to the guarantor to e-sign their part. **Residents cannot forward any links for signature to their guarantors or sign for the guarantors. Guarantors cannot sign the document before the resident.** Electronic documents will be sent from [noreply@mail.hellosign.com](mailto:noreply@mail.hellosign.com).

**Please note, you are not required to wait until signatures are complete to proceed to STEP 3.**

STEP 3: **Resident Submits Applicable Supporting Documentation** – A list of required supporting documentation is included in the Housing License Cancellation Request form. Additional questions regarding supporting documentation can be directed to our office.

### **REQUIRED DOCUMENTATION**

*Please submit a copy of:*

- Academic/Judicial Dismissal:..... Your official dismissal letter from the university.
- Academic Withdrawal from Institution: Management will pull the TU Registrar’s Enrollment Verification document once add/drop period has concluded for the semester.
- Graduating:..... Your graduation approval notice from the TU Graduation Office.
- Medical Reasoning:..... Signed documentation from your health provider of whether you should live in Millennium Hall. This signed medical documentation must be on your licensed healthcare provider’s letterhead with an explanation of your condition and a recommendation from your health provider that you should not live on campus. ***\*\*This documentation must pertain to the student specifically.***
- Medical Withdrawal from Institution: ..... We recommend you reach out to the Division of Student Affairs to receive information on how to complete the Medical/Academic Withdrawal process.

*Division of Student Affairs at TU  
Hours: Mon-Fri 8 am-5 pm  
Office: 410-704-2055  
Email: [studentaffairs@towson.edu](mailto:studentaffairs@towson.edu)*

**\*\*The Millennium Hall management office cannot guarantee a specific decision from any TU department.**

- Student Teaching/Internship/Practicum: ..... Your acceptance to the program and its location.
- Study Abroad: ..... Your acceptance to the program and its location.
- Transferring: Your acceptance letter from the College/University and Management will pull the TU Registrar’s Enrollment Verification document once add/drop period has concluded for the semester.

STEP 4: **Management Renders Decision** – Management will review the completed cancellation request form and the applicable requested supporting documentation as outlined on the cancellation form. Requests that are approved will be instructed to pay the cancellation fee (if applicable) to complete the process. Requests that are denied will be waitlisted. *\*We are unable to provide a timeline for a decision to be made.*

STEP 5: **Cancellation Fee** – Approved requests will be sent an additional email with a decision and instructions on how to pay the cancellation fee (if applicable) to complete the process. The cancellation fee is billed based on the date the student and guarantor complete steps 1-3. You are not considered fully approved until your cancellation fee is received.

SAMPLE



## **2024-2025 Housing License Cancellation Request**

Please submit this form if you are requesting to cancel the remainder of your housing license. Submission of this form requires the signature of both the resident and guarantor and does not guarantee release from the financial responsibility of the 2024-2025 housing license terms.

### **RESIDENT AND GUARANTOR ACKNOWLEDGMENT**

Please read this request form in its entirety BEFORE completing and submitting the form.

I understand that this is a request to cancel the resident's current housing license, and that release from financial responsibility is not guaranteed.

I understand that per section 18 of the 2024-2025 Housing License, LICENSE RELEASE BY AGENT AFTER COMMENCEMENT DATE, the resident and guarantor BOTH remain financially obligated to the Housing License until all cancellation fees have been paid and written approval of release is received.

I understand that if this request to cancel is approved, the student is no longer guaranteed a bed space at Millennium Hall.

I understand that if this request to cancel is approved, and a resident wishes to return to Millennium Hall, their cancellation fee is forfeited, and they must reapply.

I understand that if this request to cancel is approved, and the resident is occupying the space, the resident will be expected to vacate by a specific date and time identified by the Management Office. This vacate deadline will be included in the written cancellation approval notification, and failure to vacate by the deadline will result in additional charges.

### **WAIVER OF FEE FOR APPROVED CANCELLATION**

Students who will be **graduating in December, studying abroad for spring, or participating in a University approved internship that is more than 50 miles from campus for Spring semester**, that submit this form **along** with required documentation (see Required Documentation section below) to the Management Office by November 30, 2024, will not be assessed a cancellation fee.

***BOTH the cancellation form and supporting documents must be submitted by November 30, 2024***

### **INVOLUNTARY VS. VOLUNTARY CANCELLATION**

Involutary cancellations are for students that no longer meet the eligibility requirements per section 7 of the 2024-2025 Housing License, ELIGIBILITY, Licensee must be admitted and enrolled as an undergraduate or special student at the University, except as may be permitted by the Director of HRL or designee. Involuntary cancellations are determined when a student chooses to cancel their Housing License. Below, we have identified a few involuntary and voluntary cancellation reasons.

#### **Involutary Cancellation**

Graduating Student  
Transfer Student  
Academic/Judicial Dismissal  
Academic Withdrawal from Institution

#### **Voluntary Cancellation**

Financial Hardship  
Commuting Student  
Off-Campus Housing  
Roommate Conflicts

### **VOLUNTARY CANCELLATION**

Authorized "Involutary" vacancies (e.g. from students graduating, studying abroad, etc.) would be filled **before** vacancies for students voluntarily canceling their License (e.g. they want to live somewhere else, can't afford it, etc.). Vacancies for students voluntarily canceling their Housing License will be filled by the new applicant waiting list in the order that they are received **after** Involutary vacancies are filled. The cancellation fee can be waived if the student can identify an eligible replacement. The replacement must complete the licensing process for the current resident to be released from their 2024-2025 housing license. If a replacement is unable to be found, the student will be financially responsible for the cancellation fee as outlined below.

**If a replacement is not found, both the resident and guarantor remain bound to the terms and conditions of the 2024-2025 License Agreement.**





**REQUIRED DOCUMENTATION**

*Please submit a copy of:*

- Academic/Judicial Dismissal:..... Your official dismissal letter from the university.
- Academic Withdrawal from Institution:..... Management will pull the TU Registrar's Enrollment Verification document once add/drop period has concluded for the semester.
- Graduating: ..... Your graduation approval notice from the TU Graduation Office.
- Medical Reasoning:..... Signed documentation from your health provider of whether you should live in Millennium Hall. This signed medical documentation must be on your licensed healthcare provider's letterhead with an explanation of your condition and a recommendation from your health provider that you should not live on campus. *\*\*This documentation must pertain to the student specifically.*
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**SEMESTER REQUESTED FOR RELEASE & REASON FOR CANCELLATION**

*Semester Requested for Release - (Please Indicate the semester you are requesting release for).*

«E1\_Checkbox» *Academic Year (Fall and Spring)*

«E1\_Checkbox» *Spring 2025 (This does not release you from Fall 2024 responsibility)*

*Select One – If not selecting “Other”, write NA for “Other Reason”*

«E1\_Checkbox» Academic/Judicial Dismissal

«E1\_Checkbox» Academic Withdrawal from Institution

«E1\_Checkbox» Commuting«E1\_Checkbox» Mid-Year Graduation (Mid-Year December)

«E1\_Checkbox» Medical Reasoning

«E1\_Checkbox» Medical Withdrawal from Institution

«E1\_Checkbox» RA Hire«E1\_Checkbox» Student Teaching/Internship/Practicum (Must be more than 50 miles from campus)

«E1\_Checkbox» Study Abroad

«E1\_Checkbox» Transferring Institutions

«E1\_Checkbox» Other: «E1\_Text»





**FEE FOR APPROVED CANCELLATION**

*This fee is based on the date of the release approval notice, not the date of the request submission.*

*\*Any deferred Reservations Fees must be paid before the completion of cancellation.\**

**FALL SEMESTER**

- Prior to July 1<sup>st</sup> ..... \$300 (Reservation Fee is forfeited)
- July 1<sup>st</sup> – Sept. 8<sup>th</sup> ..... \$800 (The paid reservation Fee is deducted from this amount)
- Sept. 9<sup>th</sup> – Sept. 22<sup>nd</sup> ..... \$2,682.50 (50% of semester Fee)
- After Sept. 22<sup>nd</sup> ..... \$5,365.00 (100% of semester Fee)

**SPRING SEMESTER**

- Prior to Jan. 1<sup>st</sup> ..... \$300 (Reservation Fee is forfeited)
- Jan 1<sup>st</sup> – Jan. 25<sup>th</sup> ..... \$800 (The paid reservation Fee is deducted from this amount)
- After Jan. 25<sup>th</sup> ..... \$5,365.00 (100% of semester Fee)

**Please Note:** *Submission of this cancellation request does not guarantee an approved release. The licensee and guarantor signature below are required in order for us to process this request. If you do not wish to provide your signature, your request will not be considered. The licensee and guarantor signatures below indicate you have read and understand all information provided in this document. **If you have any questions, please contact the management office at millenniumhall@cocm.com BEFORE completing this form.***

LICENSEE

Licensee Signature: «E1\_Signature»

Licensee Name: «Primary\_First\_Name» «Primary\_Last\_Name»

LICENSEE'S GUARANTOR

Guarantor Signature: «Eg1\_Signature»

Guarantor Name: «Guarantor1\_First\_Name» «Guarantor1\_Last\_Name»

AGENT RECEIVING REQUEST

*\*The agent signature serves as an acknowledgment that your request form has been received by our office and does not indicate approval of release.*

Agent Signature: «Ei1\_Signature»

Agent Name: Millennium Hall

