

## 2013-2014 Housing and Dining Contract Cancellation Form

Revised: February 2013

Please review the Housing Contract Terms and Conditions, <http://housing.iastate.edu/data/forms>, for deadline, penalty and documentation information.

### Student Information - Please Print Clearly

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ ISU ID#: \_\_\_\_\_  
ISU Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

### 2013-2014 On-Campus Assignment:

Hall/Bldg.: \_\_\_\_\_ House: \_\_\_\_\_ Room/Apt. #: \_\_\_\_\_

### Cancellation Information

**Cancellation Terms:** For what semester(s) are you cancelling (check all that apply)?  Fall 2013  Spring 2014  Summer 2014

**Check-Out Date** – If you have received keys for your assignment, please indicate the date you plan to check-out: \_\_\_\_\_

Failure to properly check-out will result in a \$50 improper check-out fee. A proper check-out includes:

- Removing all possessions from and thoroughly cleaning the room.
- Meeting the CA for room inspection. If your CA is not available, you can contact the Hall Desk for assistance.
- Completing the Check-Out section and signing and dating the Room Inventory and Condition Card.
- Turning your keys in to the CA or Hall Desk. Failure to return keys as directed will result in a lock change / key replacement charges and continued accrual of daily housing and dining charges.

**Cancellation Reason:** Items marked with an \*\* require documentation / verification to be submitted to the DOR Administrative Services office.

- Academic Dismissal / Transfer / Withdrawal  Graduation  Off-Campus
- \*\* Greek Housing – organization: \_\_\_\_\_  \*\* Medical  \*\* Military
- \*\* Waiver (Co-op, Internship, Student Teaching, or Study Abroad). You must also complete the waiver form, available on the DOR web site.
- \*\* Other – Please explain. Add additional sheets as needed: \_\_\_\_\_

### Meal Plan Cancellation:

If you have a meal plan, do you wish to cancel it at this time?

- No – I wish to **keep my meal plan**. I understand that if I decide to cancel later on, cancellation penalties will apply.
- Yes – I wish to **cancel my meal plan**. I understand that, unless I am leaving ISU, cancellation penalties will apply. (Your meal plan will be cancelled at the time you check-out.)

### Statement of Agreement

- By completing and signing this form, I am stating that I have read and understand the information on this form and in the 2013-2014 Housing Contract Terms and Conditions (Terms). I am aware that the Terms are available on the DOR Web site.
- I understand that my 2013-2014 Housing Contract is legally binding for the entire 2013-2014 academic year, both fall and spring semesters.
- I understand that any resident who submits written notification of contract cancellation on or before the following dates may do so without penalty. **CANCELLATION AFTER THESE DATES WILL RESULT IN CANCELLATION PENALTIES** as outlined in the Terms.
  - March 1, 2013** = for CONTINUING STUDENTS with a contract beginning the fall semester.
  - May 1, 2013** = for NEWLY ADMITTED STUDENTS with a contract beginning the fall semester.
  - November 1, 2013** = for ALL students with a contract BEGINNING the spring semester.
  - Residents who submit a contract after the associated cancellation deadline has passed will have two weeks (fourteen days) following the receipt date of their contract to cancel without penalty.
- I understand that residents who fail to submit written notification of contract cancellation on or before the above Cancellation Deadlines will incur the following penalties:
  - 80% Penalty** – The resident will be required to make payment for 80% of the remaining value of the entire contract (both housing and dining).
    - **THIS COULD BE AS HIGH AS \$9500 DEPENDING ON ASSIGNMENT AND MEAL PLAN.**
    - Unassigned residents will be charged \$3132 (80% of the value of a Wallace-Wilson double room).
  - Forfeiture of Prepayment** – New residents will also forfeit the \$125 prepayment.
- I understand that I am responsible for the accuracy of the information provided on both this form and the contract waiver form. Inaccurate or false information may result in penalties including the 80% cancellation penalty, forfeiture of my prepayment, and additional rent charges.

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

Please return your **COMPLETED**  
Cancellation Form to:

**Mail:** Department of Residence  
2419 Friley Hall, Ames, IA 50012

**Phone:** 515-294-2900  
**Fax:** 515-294-0623

**E-mail:** [housing@iastate.edu](mailto:housing@iastate.edu)