

Dear Sorority and Fraternity Community Members:

As you are well aware, in the spring of 2018, the Department of Residence shared a decision to return to no special contract breaks or deadline extensions. While chapters have developed plans and action items to better budget and prepare to this return of the pre-2010 policy and practice, we acknowledge that several chapters have still had challenges in filling bed spaces and budgeting for members to be able to study abroad.

Through a generous partnership, the Department of Residence has agreed to provide a small break in cancellations this year, as a final opportunity for chapters to adjust their budgets and plan accordingly for the future. We hope that you understand that this will be very costly to the Department of Residence and ISU Dining. Chapters should plan for future attrition within chapter housing. This is the last time contract breaks will be offered at no penalty.

To receive this waiver of penalty, *a chapter must make the request to the Office of Sorority and Fraternity Engagement by 5:00pm, Friday, December 6, 2019.* Request should include the following information:

- Name of student who currently lives in the chapter house and is moving out for one of the following reason (please provide details):
 - Student teaching
 - Cooperative program
 - Internship
 - Study abroad
 - Graduation
- Name of student who currently lives in the residence halls and is seeking to cancel their contract
- Email of student who currently lives in the residence halls and is seeking to cancel their contract

All requests for contract break cancellations should be emailed from the fall 2019 chapter president to Karina Buttler at kbuttler@iastate.edu. After reviewing the information provided, Karina will provide a confirmation that the information has been received and forwarded to the Department of Residence. This confirmation will be sent to the student cancelling their contract. The chapter president, house corporation president as identified in Odysseus, chapter adviser as identified in Odysseus, and university adviser as identified in Odysseus. Absolutely, no requests will be accepted after the deadline.

Chapters should also note that contract breaks can always be made at a 50% penalty of the unused housing contract. Dining contracts can be adjusted between December 2, 2019 and January 17, 2020. Depending on the dining change, penalties may apply. Chapters that need assistance with budgeting for those breaks can work directly with their chapter liaison.

We appreciate the impact of sororities and fraternities at Iowa State. We look forward to the continued success of chapters across campus and are proud of the success of the sorority and fraternity community.

With Cyclone Spirit,



Billy Boulden

Assistant Dean of Students and Director of Sorority and Fraternity Engagement
bboulden@iastate.edu