

2006-2007 Housing Contract Cancellation Form

Return completed form to 2419 Friley Hall

Student Information - Please Print Clearly

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ ISU ID#: \_\_\_\_\_

Home Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone: (\_\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_\_) \_\_\_\_\_

ISU Email: \_\_\_\_\_ Alternate Email: \_\_\_\_\_

2006-2007 On-Campus Assignment:

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

Cancellation Information

Terms for which you are cancelling (check all that apply):  Fall 2006  Spring 2007  Summer 2007

If you currently live on campus, please indicate the date that you plan to check-out of your assignment: \_\_\_\_\_

Meal Plan:  No – I want to keep my meal plan.  Yes – I also want to cancel my meal plan. I am aware that penalties may apply.

Reason why you wish to cancel (check one):

Please review the 2006-2007 Housing Contract Terms and Conditions for deadline, penalty and documentation information.

- Academic Dismissal
- Graduation
- Medical
- Military
- Move to Greek Housing – Please list organization: \_\_\_\_\_
- Move to Off-Campus
- Waiver – Students requesting a waiver must also complete the reverse of this form.
- Withdrawal
- Other – Please explain (add additional sheets if needed): \_\_\_\_\_

Statement of Agreement – Please read carefully.

- By completing and signing this Housing Contract Cancellation Form, I am stating that I have read and understood the information on this form and in the 2006-2007 Housing Contract Terms and Conditions (Terms). I am aware that the Terms are available on the DOR Web site: [http://www.housing.iastate.edu/terms\\_and\\_conditions.php#terms](http://www.housing.iastate.edu/terms_and_conditions.php#terms).
- I understand that my 2006-2007 Housing Contract is legally binding for the entire 2006-2007 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.
  - ❖ For residents with a contract for the full academic year the cancellation deadline is **March 3, 2006** for returning residents and **May 1, 2006** for new residents.
  - ❖ For residents with a contract beginning the spring semester, the cancellation deadline is **November 1**.
- 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). Residents not yet assigned a room will be billed 80% of the value of a standard double room plan and the Cyclone 17 Plus board plan.
  - ❖ **Forfeiture of Prepayment** – The resident will forfeit the \$125 prepayment.
- I am aware that cancellations for medical issues or military service require supporting documentation as outlined in the Terms.
- I am aware that reduced penalty eligibility for Moves to Greek Housing **is at the discretion of the Greek Affairs office**. If approved by Greek Affairs, the reduced penalty will be applied once DOR receives notification from Greek Affairs. Until then, the 80% penalty will be applied.
- I understand that I am responsible for the accuracy of the information I have provided on both sides of this form. Inaccurate or false information may result in penalties including, but not limited to, the 80% cancellation penalty, forfeiture of my prepayment and additional rent charges

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

Housing Contract Waivers are available only for those on-campus residents who will be absent from campus due to participation in a University-recognized, for credit student teaching, co-op, internship, or study abroad program.

**Student Information - Please Print Clearly**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ ISU ID#: \_\_\_\_\_

**Waiver Type - Please select which type of Contract Waiver you are submitting:**

- Fall 2006 Semester Only Waiver** - You will be gone the beginning or all of the fall 2006 semester and wish to return to on-campus housing for the spring semester 2007.
- Sign and submit this form *and* a 2006-2007 Housing Contract.
  - You will be charged the prepayment.
  - If you decide to cancel the spring portion of your Housing Contract, the March 3<sup>rd</sup> cancellation deadline will apply. Enrolled students who cancel the contract after the deadline will incur a penalty of 80% of the value of the room and board (if applicable) contract.
  - Beginning December 1, you will have the option of selecting your own spring 2007 assignment on Access Plus or having the DOR Administrative Services office select an assignment for you using the information below.
- Spring 2007 Semester Only Waiver** - You lived on-campus for the fall 2006 semester and will be gone all or part of the spring 2007 semester.
- Sign and submit this form.
  - You will not be billed a cancellation penalty for spring 2007 and the unused portion of your prepayment will be refunded once you check out of the halls at the end of fall semester and your program registration has been verified.
  - If you wish to return to on-campus housing for the 2007-2008 academic year, you should complete a contract online. On-line contracts will be available on or shortly after December 4<sup>th</sup>.
  - If you complete a contract prior to May 15<sup>th</sup>, you will have the option of choosing your own space on Step Inside. After May 15<sup>th</sup> a space will be assigned for you using the information below.
- Both Fall 2006 Semester and Spring 2007 Semester Waiver** - You will be gone for both fall and spring semesters.
- Sign and submit this form.
  - You will not be billed a cancellation penalty and your prepayment will be refunded once your program registration has been verified.
  - If you wish to return to on-campus housing for the 2007-2008 academic year, you should complete a contract online. On-line contracts will be available on or shortly after December 4<sup>th</sup>.
  - If you complete a contract prior to May 15<sup>th</sup>, you will have the option of choosing your own space on Step Inside. After May 15<sup>th</sup> a space will be assigned for you using the information below.

**Program Information - Please Print Clearly** - (For medical or military waivers, please list medical or military for Program Name)

Program Name: \_\_\_\_\_ Academic Dept.: \_\_\_\_\_

Leave Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

**If you know where you will be staying while you are away, please list that information here:**

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Country: \_\_\_\_\_ Phone: \_\_\_\_\_

**Return Assignment Preference Information** - I understand that an assignment within my preferences cannot be guaranteed.

**Please check one of the following:**

- I will retain possession of my current assignment. I understand that I will be required to pay for this space during my absence.
- I will vacate my assignment. I will choose my own return assignment on-line using Step Inside. If I do not select my own assignment, I am aware that the DOR will make an assignment for me using the information I provide below.
- I will vacate my assignment. I ask that the DOR make a return assignment for me using the information I provide below.
- I will not return to on-campus housing. I am aware that this does not release me from my spring contract if I remain a student at ISU.

**Area/Building Preferences** – Please rank the following, with 1 being your first choice.

___ Barton/Lyon/Freeman	___ Linden	___ Eaton/Martin	___ Buchanan	___ University Village
___ Birch/Welch/Roberts	___ Maple	___ Friley	___ Wallace	___ Schilleter Village
___ Larch/Willow	___ Oak/Elm	___ Helser	___ Frederiksen Court	(family housing)

**Room Type Preferences\*** – Please rank the following with, 1 being your first choice.

___ Single room or suite	___ FC 2 bedroom	___ UV shared
___ Double room or suite	___ FC 4 bedroom	___ UV private

**If you have a preference for a specific building and room/apartment, please list that information here:**

\* All options not available in all buildings. Please review the DOR Website for more information.