

2008-2009 Housing Contract Cancellation Form

Return completed form to 2419 Friley Hall

Student Information - Please Print Clearly

Last Name: _____ First Name: _____ UID#: _____

Home / Forwarding Address: _____ City _____ State _____ Zip _____

Home Phone: (_____) _____ Cell Phone: (_____) _____

ISU Email: _____ Alternate Email: _____

2008-2009 On-Campus Assignment:

Hall/Bldg.: _____ House: _____ Room/Apt. #: _____

Cancellation Information

Terms for which you are cancelling (check all that apply): Fall 2008 Spring 2009 Summer 2009

Check-Out – If you have already received keys for your assignment, please indicate the date you will check-out: _____

Reason for cancellation (check one): Review the Housing Contract Terms and Conditions for deadline, penalty and documentation information.

- Academic Dismissal Graduation Medical – Documentation required.
 Military – Documentation required. Move Off-Campus Withdrawal/Transfer
 Co-op, Internship, Student Teaching, or Study Abroad – Students must also complete the waiver form, available on the DOR web site.
 Move to Greek Housing – Greek Affairs makes final penalty determination. Please list organization: _____
 Other – Please explain. Add additional sheets as needed: _____

Meal Plan: No – Please do not cancel my meal plan. Yes – Please cancel my meal plan. I am aware penalties may apply

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 2008-2009 Housing Contract Terms and Conditions (Terms). I am aware that the Terms are available on the DOR Web site.
- I understand that my 2008-2009 Housing Contract is legally binding for the entire 2008-2009 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 1, 2008** for continuing residents and **May 1, 2008** for new residents.
 - ❖ For residents with a contract beginning the spring semester, the cancellation deadline is **November 1, 2008**.
- 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 Premium Cy Meal 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 the 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 this form and the contract waiver 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: _____