

2011-2012 Housing Contract Cancellation Form

Updated: February 2011

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

Student Information - Please Print Clearly

Last Name: _____ First Name: _____ ISU ID#: _____
ISU Email: _____ Cell Phone: _____

Home / Forwarding Address:

Street Address: _____ Apt. #: _____
City: _____ State: _____ Zip Code: _____ Country: _____

2011-2012 On-Campus Assignment:

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

Cancellation Information

Terms for which you are cancelling (check all that apply): Fall 2011 Spring 2012 Summer 2012

Reason for cancellation: Items marked with an ** require documentation / verification 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). Students must also complete the waiver form, available on the DOR web site.
 ** Other – Please explain. Add additional sheets as needed: _____

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.

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

Check-Out Instructions – Failure to properly check-out will result in a \$50 improper check-out fee and continued accrual of housing and dining fees. A proper check-out includes:

- o Removing all possessions from and thoroughly cleaning the room
- o Meeting the CA for room inspection. If your CA is not available, you can contact the hall desk for assistance.
- o Completing the Check-Out section and signing and dating the Room Inventory and Condition Card.
- o Providing a forwarding address (above)
- o Turning your keys in to the CA or hall desk. Failure to return your keys to appropriate staff will result in lock change and key replacement charges.

Statement of Agreement

- By completing and signing this form, I am stating that I have read and understood the information on this form and in the 2011-2012 Housing Contract Terms and Conditions (Terms). I am aware that the Terms are available on the DOR Web site.
- I understand that my 2011-2012 Housing Contract is legally binding for the entire 2011-2012 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.
 - o For CONTINUING STUDENTS with a contract beginning the fall semester the cancellation deadline is **March 1, 2011**.
 - o For NEWLY ADMITTED STUDENTS with a contract beginning the fall semester the cancellation deadline is **May 1, 2011**.
 - o For ALL students with a contract beginning the spring semester, the cancellation deadline is **November 1, 2011**.
 - o ALL students who submit a contract after the above deadlines have passed will have one week (seven 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:
 - o **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 Weekly 21 meal plan.
 - o **Forfeiture of Prepayment** – New residents will also 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 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% penalty forfeiture of my prepayment and additional rent charges.

Student Signature: _____ Date: _____

Once you have completed and signed this form, please send it to:

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

Fax: 515-294-0623

E-mail: housing@iastate.edu