

## 2012-2013 Housing and Dining Contract Cancellation Form

Revised: February 2012

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: \_\_\_\_\_

### 2012-2013 On-Campus Assignment:

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

### Cancellation Information

Terms for which you are cancelling (check all that apply):

Fall 2012

Spring 2013

Summer 2013

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:

- 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.
- Providing a forwarding address (above)
- 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 2012-2013 Housing Contract Terms and Conditions (Terms). I am aware that the Terms are available on the DOR Web site.
- I understand that my 2012-2013 Housing Contract is legally binding for the entire 2012-2013 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, 2012** = for CONTINUING STUDENTS with a contract beginning the fall semester.
  - **May 1, 2012** = for NEWLY ADMITTED STUDENTS with a contract beginning the fall semester.
  - **November 1, 2012** = for ALL students with a contract beginning the spring semester.
  - ALL students who submit a contract after the above deadlines have passed will have seven days from 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 upon assignment and meal plan.
    - Residents not yet assigned a room will be billed approximately \$6178 - 80% of the value of a standard double room (\$4093) and the Gold meal plan (\$3629).
  - **Forfeiture of Prepayment** – New residents will also forfeit the \$135 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: \_\_\_\_\_

Please return your **COMPLETED**  
Contract Assumption 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)  
**Facebook:** <http://www.facebook.com/ISUDOR>