How To: Cancel your Housing Contract

Before cancelling your contract we first ask you to be aware of the cancellation deadlines, as well as the possibility of an 80% cancellation penalty which can be equal to thousands of dollars if those deadlines are not met. This information can be found in the Contract Terms and Conditions, sections V.B and V.D
http://www.housing.iastate.edu/data/forms

**Step 1:** Log onto AccessPlus and select the “Student Tab” from the top right corner. Select “Campus Housing” from the left hand link bar and select the appropriate year for which you wish to cancel.

**Step 2:** Select “Cancel my housing contract” under the My Housing Contract header

**Step 3:** Fill in the appropriate information. If you are participating in a Co-op, internship, or Study Abroad/Exchange; please submit a waiver form to our office. Waivers can be found in the “Forms & Documents” part of our website http://www.housing.iastate.edu/data/forms

If you choose to cancel your meal plan, it will not be cancelled until you check out of your room. You will still be able to use it.

Depending on the time you are cancelling, you may also be asked to enter a checkout date.

**Step 4:** Click the Finalize Cancellation link to begin finalizing your cancellation.

**Step 5:** Verify your email address is correct. This is where the contract cancellation email will be sent. Read and agree to the terms and conditions of the cancellation. Be aware of the cancellation deadlines, as well as the possibility of an
80% cancellation penalty which can be equal to thousands of dollars if those deadlines are not met. This information can be found in the Contract Terms and Conditions, sections V.B and V.D [http://www.housing.iastate.edu/data/forms](http://www.housing.iastate.edu/data/forms)

After reading the terms and conditions, enter the last four digits of your nine-digit student ID number and click Finalize Contract Cancellation.

<table>
<thead>
<tr>
<th>Step 2</th>
<th>Finalize Cancel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Email:</td>
<td><a href="mailto:email@iastate.edu">email@iastate.edu</a></td>
</tr>
<tr>
<td>Statement of Agreement:</td>
<td></td>
</tr>
<tr>
<td>My E-Sign of Cancellation:</td>
<td>Finalize Contract Cancellation</td>
</tr>
</tbody>
</table>

**Step 6:** Verify the cancellation went through by checking the main page. It should now look like this:

> An email will also be sent confirming your cancellation. Please keep this email for your records. **Be aware of the cancellation deadlines, as well as the possibility of an 80% cancellation penalty which can be equal to thousands of dollars** if those deadlines are not met. This information can be found in the Contract Terms and Conditions, sections V.B and V.D [http://www.housing.iastate.edu/data/forms](http://www.housing.iastate.edu/data/forms)

If you have any questions, please contact us at housing@iastate.edu or 515-294-2900.

Department of Residence  
2419 Friley Hall, Ames IA 50012  
Email: housing@iastate.edu  
Phone: (515) 294-2900  
Hours: Mon. – Fri. 8am to 5pm