

Housing Contract Cancellation Request

Please review the Housing Contract Cancellation Policy and Procedure document in its entirety for detailed release guidelines, policy, and procedures. Release from the housing contract is subject to review by the Office of Residence Life. A student will be notified of the status of their request within (10) ten business days of submitting this form and appropriate documentation.

Requests will not be reviewed unless all required documentation is attached.

The housing contract is binding for the contract period which is the entire academic year (fall and spring semesters). This contract is strictly adhered to with exceptions made only under extenuating circumstances. Students who wish to request a cancel may do so by completing this Housing Contract Cancellation Request.

Date of Request: _____

Student Name: _____

RU ID: _____

Contact Number: _____

RU Email: _____

Personal Email if not current RU student: _____

Current Housing Assignment: Building/Room#: _____

Term from which you request to be released: **Fall 20** ____ **Spring 20** ____ **Summer 20** ____

Complete section I, II, or III based on the reason for your housing cancellation.

I. Reason for Release Request (*Not currently living on campus. No documentation required*):

- Contract term for which the student applied has not yet begun. Student is not currently living on campus.

II. Reason for Release Request (*check applicable box **and** attach appropriate documentation*):

- Graduation (*documentation of approval to graduate from the Office of the Registrar*)
- Program ended (*documentation of end of program*)
- Studying abroad for RU credit or through an RU program (*documentation of study abroad enrollment*)
- Withdrawal from the institution (*check a circle below **and** provide appropriate documentation*)
- Dis-enrolled from RU for financial reasons (*letter of disenrollment from Student Accounts*)
 - Academic Dismissal (*letter of confirmation from Academic Advising*)
 - Transferring to another institution (*Contact the Assistant Registrar for confirmation of withdrawal from RU*)
- Medical condition; physical or psychological that prevents you from relocating to a different room or building (*letter from doctor **and** check one circle below*)
- Are you withdrawing from RU? (*Contact the Assistant Registrar for confirmation of withdrawal from RU*)
 - Are you staying enrolled and wanting to move off campus?
- Marriage (*copy of marriage license or domestic partnership certificate required*)
- Parent (*copy of child's birth certificate and/or court-approved guardianship papers required*)
- Called to active military duty (*copy of active duty notification required*)

III.Request for extenuating circumstance exception not identified above:**

- Other _____ (*documentation required to support reason*)

**Request to be released from housing contract is at the discretion of the Director of Residence Life &/or their designee

CONFIRMATION & AUTHORIZATION

My signature confirms my understanding that by completing and signing this Housing Contract Cancellation Request:

- I am stating that I have read and understood the Housing Contract Cancellation guidelines, and that I wish to be released from my responsibility for my housing contract.
- I understand that submission of this request does not guarantee that I will be granted a release from the Housing Contract. If my request is not approved, I will be responsible for all room and meal plan charges under the contract provisions.
- I understand that, if I am approved for a release from the Housing Contract, I will be charged in accordance with my Housing Contract and am responsible for damages and other fees outlined in the terms and conditions of the contract and the Housing Contract Cancellation Request Policy.
- If I am released from the contract and leave the university residence halls, I understand that I have relinquished my space. Should I later decide to live on-campus, I must reapply for on-campus housing and pay the \$250 housing deposit.
- I certify that the information provided with the Housing Contract Cancellation Request form is accurate and that the submission of false documentation can be subject to disciplinary action by Roosevelt University.
- I hereby authorize Roosevelt University Residence Life staff to inquire, discuss, release, or otherwise exchange information or documents relevant to my request to be released from my Housing Contract with my parent(s)/representative(s).

Student Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____
(Parent/Guardian Signature Required for all students under the age of 18)

Submit this form and all supporting documents electronically to reslife@roosevelt.edu.

RESIDENCE LIFE OFFICE USE ONLY

Housing Contract Cancellation Request Form and Supporting Documentation Received (Date): _____

Decision:

Approved _____ *Denied* _____

Housing Deposit Released onto Student's Account:

Immediately _____ *Forfeited* _____ *At the End of Following Semester* _____ *Not Applicable* _____

Approver Signature: _____ **Date of Decision/Email Student:** _____

Housing Contract Cancellation Policy and Procedures

The Housing Contract is binding for the contract period. This contract is strictly adhered to with exceptions made only under extenuating circumstances. Students who wish to request a release may do so by completing the Housing Contract Cancellation Request form.

\$250 HOUSING DEPOSIT

New and continuing students who were planning to live on-campus for fall, but experience a change of plan or circumstance, and will no longer be living on-campus, must cancel their Housing Application/Contract by July 15 in order to receive a housing deposit refund.

New Residential Students for Spring Semester (This applies to newly admitted students for spring semester and continuing commuter students who wish to move onto campus.)

- Housing Contract Cancellation Form must be submitted to the Office of Residence Life by November 15. If the Housing Contract Cancellation Form is approved, the student will be eligible to receive a refund of their housing deposit.

If a Current/Fall semester Residential Student desires to cancel their Academic Year Housing Application/Contract for the Spring, they must submit the Housing Contract Cancellation Form prior to November 15 in order to receive a housing deposit refund. If the Housing Contract Cancellation Form is approved, the student will be eligible to receive a refund of their housing deposit.

ROOM CHARGE

Students who wish to cancel an upcoming spring semester, must cancel their Housing Application/Contract by November 15. If the Housing Contract Cancellation Form is approved, the student's Spring semester housing and meal plan charges will be removed. If the Housing Contract Cancellation Form is approved but not submitted until after November 15, the student will be released from their Contract, and their spring room and meal plan charges will be removed. Nevertheless, their \$250 Housing Deposit refund will be forfeited.

Residential Students who request to be released from their Housing Application/Contract during the immediate semester, will be charged up until the day they officially check out of their room with a Residence Life staff member. Students will be required to complete and submit the Housing Contract Cancellation form and complete a proper check-out by way of returning their room keys, signing off on any additional move out forms, and removing all personal belongings from their room. Improper check-out fees will apply if students do not adhere to the check-out policies and procedures.

DAMAGE CHARGE

Roosevelt University reserves the right to inspect rooms and students will be held financially responsible for any damages in their room and common areas. Additional charges will apply for personal items left behind and improper check-outs. Students may appeal damage and additional charges within 30 days of them being assessed.

MEAL PLAN CANCELLATION

Wabash Building

If a student leaves the residence hall within the first three weeks of an academic term, a refund will be credited for the amount remaining on the plan minus a 10% termination fee. After the first three weeks of a given academic term, no meal plan credit will be available and the remaining balance will be forfeited. If you move out of the residence hall mid-semester or mid-year, but remain a student of Roosevelt University, the remaining balance of your plan will remain available for your use on a non-resident basis.

University Center

If a student leaves the residence hall within the first week of an academic term a refund will be credited for the amount remaining on the plan. After the first week of a given academic term, no meal plan credit will be available and the remaining balance will be forfeited and \$150 cancellation fee will apply. If a student moves out of the residence hall mid-semester or mid-year, but remain a student of Roosevelt University, the remaining balance of your plan will remain available for your use on a non-resident basis.

PROCEDURE FOR REQUESTING A HOUSING CONTRACT CANCELLATION:

1. The student must complete and submit a Housing Contract Cancellation Request form and all necessary documentation electronically to the Office of Residence Life at reslife@roosevelt.edu.
2. The request will be reviewed and a decision will be communicated to the student via their RU student e-mail within (10) ten business days.
3. The student may choose to vacate their on-campus space pending a decision, but if the request is denied, the student will remain a resident with room and board charges remaining on their account.
4. If released from the Housing Contract, charges will continue until the student has completed their official check-out process with residence hall staff, which includes removing all personal belongings from the room, returning keys, and signing check-out forms such as the Room Condition Report. If a student does not submit the Housing Contract Cancellation form and/or leaves the residence hall without checking out properly, the student may be charged full room and board through the end of their contract period ending in May (if on an academic contract) or August (if on a summer contract).
5. If not released from the Housing Contract, the student will be charged room and board charges through the end of the contract period ending in May (if on an academic contract) or August (if on a summer contract).