



Office of Housing Services
2009-2010 Residence Hall Agreement
Cancellation Request

Date Received: _____

If you wish to request cancellation of your Residence Hall Agreement because you will be participating in an approved CUA Study Abroad experience, please complete a "INTENT TO STUDY ABROAD" Residence Hall Agreement Cancellation Request form.

Student Information - Please Print Clearly

Name: _____ Student ID #: _____
 E-Mail Address: _____ Campus Assignment: _____
 _____@cardinalmail.cua.edu
Please note correspondence regarding this request will be sent to your CUA e-mail address.
 Home/Permanent Address: _____
 _____ City: _____ State: _____ Zip: _____

Request Information

Date on which cancellation is requested to begin = (ex. mm/dd/yyyy) _____
 This should be the date that you intend to check out of your assignment if your request is approved.

Reason = I am requesting cancellation of my Residence Hall and Dining Services Agreement for the following reason (check one):

- Graduation** = A resident will be released from the agreement at the end of the fall semester if requirements for graduation have been completed and the Residence Hall Agreement Cancellation Request form is received in HS prior to November 15. All graduating students must vacate their residence hall assignment by the posted residence hall closing date at the end of the fall semester.
- Marriage** = Requests for cancellation due to marriage will be considered only after such marriage has taken place and legal verification has been supplied to HS. Rent charges will stop accruing as of the date that the student presents evidence of marriage or properly checks out of his/her residence hall room - whichever happens last.
- Other** = (please explain): _____
 For reasons other than those listed above, the student must be able to demonstrate that a significant, uncontrollable, and unforeseen change has occurred, since the time that the agreement was signed, that now requires release from the agreement. Verifiable third party documentation that supports the request must be provided at the time the request is made. Rent charges will stop accruing as of the date that the student is approved for cancellation or properly checks out of his/her residence hall room, whichever date is later.
- Withdraw / Leave of Absence** = Requests for cancellation due to voluntary withdrawal or leave of absence from the university will be considered only after the student has officially withdrawn/left the university with the appropriate written notification and approval as required by the university. Rent charges will stop accruing as of the date that the student officially withdraws or properly checks out of his/her residence hall room - whichever happens last.
- Military Duty** = A resident will be released from the agreement if they are called to active military duty so long as the resident submits a Residence Hall Agreement Cancellation Request form and a copy of their military orders. In this instance only, refunds of room charges will be made on a per diem basis.

Statement of Understanding—Signing this application indicates that you have read and understood all of the information on this form.

- I understand that I am responsible for the terms and conditions of my Residence Hall and Dining Services Agreement, which is binding for an entire academic year.
- By completing and signing this request, I am stating that I have read and understood the information outlined above, that I wish to have my on-campus housing assignment cancelled, and that I wish to be released from my responsibility for my signed Residence Hall and Dining Services Agreement.
- I am aware that submitting this request does not guarantee that I will be released. If my request for cancellation is not approved, a space on campus will be reserved for me and I will remain responsible for all housing charges.
- I understand that if my request is approved, that approval is final. My Residence Hall and Dining Services Agreement will be cancelled, I will be removed from my current assignment, and my assignment may be used to house another student.
- I understand that, if my request is approved, I will be charged a Housing Cancellation Fee (HCF), in accordance with the Residence Hall and Dining Services Agreement. If I am eligible for any refund, that refund will be based upon the University Refund Schedule. If my request is for the Fall semester, I understand that the \$500 housing prepayment I have made will be credited toward this HCF. If my request is for the Spring semester, I am aware the \$500 housing prepayment was credited toward my Fall semester housing charges and that I will be solely responsible for paying the HCF.
- I understand that submitting this request does not impact my Dining Plan (if any). If I wish to request cancellation of my Dining Plan, I understand that I must submit a Dining Plan Add/Change/Drop Request Form.

Student Signature: _____ Date: _____

Office Use Only - Do Not Write Below This Line

Room Assignment	
Building	
Room	

Status	Date	Initials
Denied		
Approved		

- Remove Rent Charges
- Prorate Rent Charges
- Charge HCF

Account Information	
Room Credit	