



Office of Housing Services
INTENT TO STUDY ABROAD
Residence Hall and Dining Services Agreement Cancellation Request

Date Received:

If you wish to request cancellation of your Residence Hall and Dining Services Agreement for a reason other than participation in an approved CUA Study Abroad program, please complete a Residence Hall and Dining Services Agreement Cancellation Request form.

Student Information - Please Print Clearly

Name: _____ Student ID #: _____

E-Mail Address: _____@cardinalmail.cua.edu Current Assignment: _____

Please note correspondence regarding this request will be sent to your CUA e-mail address.

Hall: _____ Room #: _____

I am participating in an approved CUA Study Abroad program and I have attached the required documentation as verification. Please select one of the following return options and complete the appropriate blank with your return year.

I would like to return to on-campus housing for the Spring _____ semester. I understand it is my responsibility to obtain, complete, and submit a Residence Hall and Dining Services Application along with a \$500 housing prepayment. Residence Hall and Dining Services Applications are available both online at <http://housing.cua.edu> and in the Office of Housing Services (HS). Spring assignments will be available by the first week of January. I understand it is my responsibility to check my CUA email account for communications from Housing Services. I may also submit inquiries or confirm information by contacting Housing Services by email at cua-housing@cua.edu or by calling (202) 319-5615.

I would like to return to on-campus housing for the Fall _____ semester. I understand it is my responsibility to obtain, complete and submit a Room Selection Intent Form along with a \$500 housing prepayment by the advertised deadline to participate in the Room Selection Lottery. The Intent Form will be available in Housing Services before I leave in December. I also understand that, although I will be studying abroad during the time of the Room Selection Lottery, I will be able to participate through internet access to the CUA MyHousing webpage in Cardinal Station at <http://cardinalstation.cua.edu/>. If desired, I will be eligible to select a space with roommates after the group has successfully completed the roommate matching requirements. I understand it is my responsibility to stay informed by checking my CUA email account and the MyHousing webpage for communications from Housing Services. I may also submit inquiries or confirm information by contacting Housing Services by email at cua-housing@cua.edu or by calling (202) 319-5615.

I will have completed 55 or more credit hours and have chosen to not live on campus upon my return to CUA.

Statement of Understanding

- I understand that, unless I am participating in an approved CUA Study Abroad program and unless I have provided verifiable documentation for that program, approval of this request is not guaranteed.
- I understand that once my Intent to Study Abroad Cancellation Request is approved, that approval is final. My Residence Hall and Dining Services Agreement will be cancelled, I will be removed from my housing assignment at the end of the current semester, my dining plan will be cancelled effective on the last day of the semester, and my housing assignment may be assigned to another student.
- I am aware that my previous assignment may not be available to me upon my return to CUA on-campus housing. For a Spring semester return, an assignment will be made for me using the information I indicate on the Residence Hall and Dining Services Application I submit during the preceding Fall semester. For a Fall semester return, I will select an assignment through the CUA MyHousing website during the Room Selection Lottery. It will be my responsibility to ensure that I have completed the roommate matching requirement prior to my lottery selection time.
- I am aware that a Spring housing assignment will not be made for me until after the Fall semester has ended and that I will receive notification of my new assignment by the first week of January.
- If I wish to cancel my housing after I have received notification of my new assignment, I understand that I must do so according to the guidelines outlined in the Residence Hall and Dining Services Agreement.

Student Signature: _____ Date: _____

Office Use Only - Do Not Write Below This Line

Removal Items	Initials
Student Unassigned	
Account Updated	
Student Notified	

Account Information	
Room Charges/Credits	

Return Items To Check ✓	Date	Initials
Rm Sel App / IF Received		
\$500 Prepayment Paid		
Assignment Selected		
Student Notified		
Agreement Signed		

Room Selection Assignment Information	
Bldg.:	
Room #:	
Room Type:	