

CANCELLATION OF HOUSING AGREEMENT

This form must be returned to the Office of Residence Life prior to the date of your cancellation. The actual checkout date on record will be used as the last day of your Agreement.

Complete the following steps to cancel your Agreement:

- Complete this form and submit it to the Office of Residence Life.
- Schedule a check-out time with your Resident Assistant (RA) at least 24 hours in advance OR complete the express check-out process.
- Enter a forwarding address on your student portal so that your mail may be forwarded to you.

As stated in the Residence Hall and Food Service Agreement: *A student who withdraws from a room after the start of a semester will not receive any refund of the semester room fee and is subject to pro-rated weekly board charges (meal plan) as proscribed in the University Catalog.*

\$300 housing deposit: Students who have completed the housing contract for the entire academic year or who are graduating, are eligible for a refund, pending any room damage fees or outstanding charges. If a room was selected for the upcoming academic year, the housing deposit is forfeited.

Please note: There is a \$50.00 fine if you do not complete the express check-out process OR check out of your room properly with your RA. There is a \$50.00 charge per key that is not returned.

Name: _____	F00_____
Current Class Standing: <input type="checkbox"/> FR <input type="checkbox"/> SO <input type="checkbox"/> JR <input type="checkbox"/> SR <input type="checkbox"/> Graduate	
Current Hall & Room: _____ Selected Hall & Room for upcoming year: _____	
Phone: (____) _____	E-Mail: _____@CUW.edu
Date of Checkout/Cancellation: _____ / _____ / _____	

Reason for Cancellation: graduating withdrawing/transferring living off campus student teaching study abroad military

Other: _____

Student Signature: _____ Date: _____

Refer to your copy of your Residence Hall and Food Service Agreement for additional information about cancelling your Agreement prior to the end of the term of your agreement.

FOR OFFICE USE ONLY

Date Received: _____ Initials: _____ Date of check-out: _____ Date keys received: _____

Proper check-out: YES NO Deposit refunded: YES (Amount) _____ NO (Reason) _____