

**Notice of Cancellation of Housing Agreement**  
(for students who have fulfilled the on-campus residency requirement)

Name		ID	
Current Building		Current Room	
Room Phone Ext.		Cell Phone No.	
Email Address			

The housing agreement is a legally binding document. When you signed the agreement, you obligated yourself to fulfill its terms and conditions. As with most rental agreements, it contains provisions that specify what will happen if you “breach” the agreement. As a student who has fulfilled the on-campus residency requirement, you may break your agreement but are automatically subject to the following penalty (liquidated damages) as specified in Section 10b of the housing agreement:

**Cancellation prior to May 1<sup>st</sup>**      \$600 penalty plus forfeiture of deposit

**Cancellation after May 1<sup>st</sup>**      full rent due for the remainder of the contract and forfeiture of deposit

This charge applies unless you withdraw from the University.

To avoid this charge, you may find a qualified person to “take your place”. This person will need to be the same gender as you and qualified to live in the same housing style as you. For instance, this person would need to have 4 semesters of on campus living experience or be 21 years of age or older (by the first of August preceding the agreement term) in order to reside in “upper-division” apartments such as Corkery. You will need to accompany this person to the Housing Office when they submit their application and deposit. This person must not already have an application on file.

To receive consideration to reduce this charge, you may write a short letter explaining why you are breaking your housing agreement and why you feel the charges should be reduced. However, the submission of a letter does not guarantee that the charges will be reduced. Please attach the letter to this form and submit to the housing office for consideration.

*Please sign below to acknowledge that you have read and understand the information presented in this document.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

For Office Use	
Charges Assessed:	Forfeit Deposit <input type="checkbox"/> Yes <input type="checkbox"/> No    Plus \$ _____
Notes:	
Date Notified: _____	Method: <input type="checkbox"/> Letter <input type="checkbox"/> Email <input type="checkbox"/> Phone Call Other: _____