

- I. **Cancellation Provisions.** You are responsible for the full amount of the University Housing Terms and Conditions agreement period unless you notify University Housing via the official cancellation form, located in the housing portal, within the following timelines and requirements. In such instances, cancellation fees are imposed as detailed below. Your cancellation date will be recognized as your last date of occupancy. If you lose your eligibility to live on campus or choose to move off campus, move-out will be required within 48 hours of your notice of cancellation, unless the notification of cancellation is related to graduation, study abroad or the end of the semester. Students who enter into a housing agreement after the start of the fall semester are responsible for the remainder of the agreement period, which lasts through the academic year.

Note: In all cases the administrative fee is non-refundable.

a. **CANCELLATION PRIOR TO OCCUPANCY**

If cancellation occurs both prior to the start of an academic semester and prior to occupancy (receiving your key), the following cancellation fees will be imposed:

Cancellation Fee Schedule Prior to Occupancy

Prior to May 31	No Fee
On or after June 1	\$500

b. **CANCELLATION DURING OCCUPANCY OR AFTER THE START OF THE ACADEMIC SEMESTER**

If cancellation occurs during occupancy or after the start of the academic semester, the resident will be required to pay a \$1500 cancellation fee upon termination of their housing agreement. This cancellation fee will be assessed in place of any housing fees for the remainder of the housing agreement. Residents additionally will be responsible for any housing occupancy charges incurred prior to termination of this agreement and any post-cancellation charges for damages, improper move-out, unreturned keys, removal of abandoned property and cleaning.

Residents who are required to move out after occupancy due to losing their eligibility to live on campus (Section II), will be responsible for the full value of the housing fees during occupancy and be required to pay the \$1500 cancellation fee, including any post-move out damages, improper move-out, unreturned keys, removal of abandoned property and cleaning fees.

c. **Impact of Cancellation on Summer Session Occupancy**

Only residents who are continuing their residency in the fall term or those who are scheduled to graduate during the summer are eligible to live in university housing during the summer term, which ends July 31st.

Students who cancel a fall renewal agreement during the summer term and who are not scheduled to graduate that summer will be required to move out within 48 hours pursuant to university housing cancellation policies.

Students who have a fall renewal agreement and cancel that agreement during the spring term are not eligible to live in campus housing during the summer and must vacate University Housing at the

end of the spring term according to the spring housing term published deadlines. Continuing residential students who complete a renewal agreement for the next academic term but cancel their summer agreement will also have their following academic year agreement and assignment terminated.

d. Medical or Financial Hardship

Students may be eligible for a reduced cancellation fee if they have a medical or financial hardship. Decisions regarding the exact cancellation fee will be made individually on a case-by-case basis by a University Housing Committee, whose decision will be final. The housing committee may require written documentation to substantiate or support a plea of hardship.

e. Graduating and Study Abroad/Internship Students

To avoid being charged for the remainder of the University Housing Terms and Conditions Agreement and/or cancellation fees, graduating students and study abroad/internship students whose housing agreement continues past their date of graduation or start of their study abroad program must provide a written notice of cancellation on or before: 1) October 31 for December graduates or spring study abroad/internship programs and, 2) on or before May 31 for August graduates or fall study abroad/internship programs.

Note that no advanced notification is required for May graduates since no housing agreement extends beyond this date.

f. Cancellation Prior to or During Occupancy (Military Personnel Only):

You may terminate the University Housing Terms and Conditions Agreement with no cancellation fees or future housing charges if you enlist or are drafted or commissioned in the U.S. Armed Forces.

You may also terminate the University Housing Terms and Conditions Agreement with no fees or future housing charges if:

You are a member of the U.S. Armed Forces or reserves on active duty or a member of the National Guard called to active duty for more than 30 days in response to a national emergency declared by the President of the United States: *and*

You receive orders for permanent change-of-station, receive orders to deploy with a military unit or as an individual in support of a military operation for 90 days or more, *or* are relieved or released from active duty.