2023-2024 Request for Cancellation of Housing and Residence Life Contract

Section 1: STUDENT INFORMATION
Name of Resident: ___________________________________________  IUSB ID #: ________________________
Building Name: ________________       Apartment & Room #: _____________ Cell Phone: _______________________

Section 2: REASON FOR CONTRACT CANCELLATION
____ Moving Off Campus   _____ Withdrawing  ____ Not Attending IUSB next semester
____ Financial or Medical Reasons _____ Moving Home  ____ Graduating
____ Transferring to another College/University – Name of College/University: __________________________________
____ Other (please explain: if additional space is needed attach explanation): ___________________________________

Section 3: TYPE OF CANCELLATION

<table>
<thead>
<tr>
<th>Select One</th>
<th>Cancellation Type</th>
<th>Prepayment Refund</th>
<th>Housing Fee Responsible For</th>
<th>Cancellation Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Cancellation received before May 1 for fall semester or before October 1 for spring semester only contracts</td>
<td>$50 refund</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td></td>
<td>Cancellation received May 2 – August 1 for fall semester</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td></td>
<td>Cancellation received after August 1 for a fall semester or after January 1 for spring-only contract and before the first day of classes</td>
<td>$0</td>
<td>$0</td>
<td>$500</td>
</tr>
<tr>
<td></td>
<td>Cancels within first week of classes and voluntarily withdrawals from the university, Full Academic Year Contract fall semester and Spring-Only Contract spring semester</td>
<td>$0</td>
<td>$0</td>
<td>$500</td>
</tr>
<tr>
<td></td>
<td>Cancels within second week of classes and voluntarily withdrawals from the university, Full Academic Year Contract fall semester and Spring-Only Contract spring semester</td>
<td>$0</td>
<td>25% of semester fee</td>
<td>$500</td>
</tr>
<tr>
<td></td>
<td>Cancels within third week of classes and voluntarily withdrawals from the university, Full Academic Year Contract fall semester and Spring-Only Contract spring semester</td>
<td>$0</td>
<td>50% of semester fee</td>
<td>$500</td>
</tr>
<tr>
<td></td>
<td>Cancels within fourth week of classes and voluntarily withdrawals from the university, Full Academic Year Contract fall semester and Spring-Only Contract spring semester</td>
<td>$0</td>
<td>75% of semester fee</td>
<td>$500</td>
</tr>
<tr>
<td></td>
<td>Cancels after first 4 weeks of classes and voluntarily withdrawals from the university, Full Academic Year Contract fall semester and Spring-Only Contract spring semester</td>
<td>$0</td>
<td>100% of semester fee</td>
<td>$500</td>
</tr>
<tr>
<td></td>
<td>Lives on campus during fall semester, but is approved to move out of housing due to graduation, spring internship, etc.</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td></td>
<td>Lives on campus during fall semester, but withdraws from University for spring semester</td>
<td>$0</td>
<td>$0</td>
<td>$500</td>
</tr>
<tr>
<td></td>
<td>Lives on campus fall semester, but moves off campus and is enrolled for spring semester. Reason does not qualify for cancellation.</td>
<td>$0</td>
<td>100% of spring semester fee</td>
<td>$0</td>
</tr>
</tbody>
</table>

Section 4: SIGNATURE
I understand that, by signing this form, I am cancelling my housing contract with the Office of Residence Life and Housing at Indiana University South Bend and am financially responsible for any contract breakage fees, damages charges, remaining contract balances and other fees according to the terms and conditions of the housing application and contract. I also understand that if I wish to be considered for campus housing at a future date, I must reapply and resubmit an application and prepayment at that time.

Student Signature: ___________________________________________  Date: _____________________________
Your signed Housing and Residence Life Application & Contract is a financially and legally binding agreement with the University. You may request to break your contract for the following reasons:

1. You are academically suspended/dismissed AND you notify the Office of Housing and Residence Life within ten (10) business days of the date indicated on your notice of suspension/dismissal. (A copy of supporting documentation MUST BE PROVIDED for a contract breakage request related to an academic suspension/dismissal).

2. You are withdrawing or transferring from the university. (A copy of supporting documentation MUST BE PROVIDED for a contract breakage request related to withdrawing or transferring from the university).

3. You participate in an approved IU South Bend sponsored off-campus program, such as student teaching or overseas study that requires you to be housed off the IU South Bend campus. (A copy of supporting documentation MUST BE PROVIDED with this request. This could include things such as a letter from a program director or appropriate school on letterhead detailing your participation in the desired program).

4. You provide medical documentation of a serious medical problem or impending surgical procedure that makes it impossible for you to remain in campus housing.

5. You graduate before the end of the contract period.

6. You are called to active military duty. (You MUST provide a copy of your military orders and military ID card).

7. Your student visa is revoked. (You MUST provide a copy of a letter from a government official on appropriate letterhead detailing visa revocation).

8. You experience a change in personal finances that was unforeseen, and you took steps to prevent and remedy the issue(s). (A copy of supporting documentation MUST BE PROVIDED with this request). Examples of documentation: a special circumstances appeal with the Office of Financial Aid showing you were denied additional aid, and you believe you cannot rectify the situation in any reasonable manner, financial statements showing loss of main income of yourself or others that contribute to the funding of your academic education, etc.

If you meet one of the criteria above and wish to request to cancel your contract, you must obtain and complete the Request for Cancellation of Housing form. Forms are available from the Housing and Residence Life Office in the Community Building. When completing this form, you should include a description of the reasons for making the contract breakage request and enumerate steps you have taken to improve your situation in order to meet contractual obligations. The Request for Cancellation of Housing and Residence Life Contract form also allows you to request to have the cancellation fee waived as well.

The Request for Cancellation of Housing Contract form and supporting documentation must be submitted together and received by the Office of Housing and Residence Life. You, as the contracted resident, must inform the Office of Housing and Residence Life of your request to break your housing contract. In cases of military duty, a legal designee may act on your behalf should you be called to active duty within the 30 day notification period.

Should you choose to depart for any reason not listed above, you will be held to the terms of your contract in its entirety, including, but not limited to, applicable penalties and cancellation costs.

*Possible fees:

- Possible forfeiture of entire/partial $200 prepayment (This fee can be combined with any others listed below)
- $500 contract cancellation fee (This fee can be combined with any others listed below)
- Approved contract cancellations within the first week of the academic year may result in a 100% return of housing charges.
- Approved contract cancellations within the second week of the academic year may result in a 75% refund of housing charges.
- Approved contract cancellations within the third week of the academic year may result in a 50% refund of housing charges.
- Approved contract cancellations within the fourth week of the academic year may result in a 25% of housing charges.
- Approved cancellations after the fourth week of the academic year will result in NO refund of Housing charges.

By initialing this form I have indicated that I have read and understood this section: ________________________________

For Office Use Only:

Approved: ______  Denied: ______  Contract and Cancellation Fee $500: (Y/N) ______  Total fee charged: ______

Resident Check-Out Date: ______________________  Notified Director/Asst. Dir. ________________________  Date: ___________________