



# DEPARTMENT OF RESIDENCE LIFE & HOUSING CONTRACT CANCELLATION FORM FALL 2015/SPRING 2016

CSU ID#: \_\_\_\_\_ ROOM ASSIGNMENT: \_\_\_\_\_ MEAL PLAN: \_\_\_\_\_

NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

PERMANENT ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

HAVE YOU TAKEN OCCUPANCY OF YOUR ROOM?  Yes (answer next question)  No (skip to signature)

REASON FOR CANCELLATION (check one):  Withdrawing from CSU  Graduating from CSU  Military Service  
*If you have taken occupancy of your room and wish to cancel your housing contract for a reason other than those listed above, your request must be reviewed by the Contract Review Committee. Please visit the Residence Life Office for the proper form.*

This is to certify that I, \_\_\_\_\_, am currently a party to a **Residence Hall Contract and Meal Plan Contract** for the academic year of 2015/2016 and I now desire to cancel those Contracts. I certify that **I understand I will waive my financial liability and responsibility under the Residence Hall Contract**, except the Deposit Forfeiture Policy and Contract Breakage Fee as written in Section B.3 and Section H of the Residence Hall Contract. I understand that if the contract cancellation is approved and processed that I will be responsible for following the check-out procedures published in the Residence Hall Handbook. I also understand that if, after processing this cancellation form, I re-enroll for 6 or more credit hours, my Residence Hall Contract will be reactivated, and I will be financially liable for the remaining contract value of both the Residence Hall Contract and Meal Plan Contract.

\_\_\_\_\_  
 Student Signature Date Parent/Guardian Signature (If student is under 18) Date

→FOR OFFICE USE ONLY←

AMOUNT DUE \_\_\_\_\_ RELEASED \_\_\_\_/\_\_\_\_/\_\_\_\_

- |   |   |
|---|---|
| <input type="checkbox"/> Cancellation processed on Spreadsheet    | <input type="checkbox"/> Application Pulled/Cancelled |
| <input type="checkbox"/> Room Unassigned/Name removed from Roster | <input type="checkbox"/> Update MRI                   |
| <input type="checkbox"/> Update Peoplesoft Account                |   |
| <input type="checkbox"/> File Folder marked for Cancellation      |   |