

DEPARTMENT OF RESIDENCE LIFE

CONTRACT CANCELLATION FORM

FALL 2019/SPRING 2020

CSU ID#: _____ BLDG/ROOM: _____ MEAL PLAN: _____

NAME: _____

PERMANENT ADDRESS: _____

TELEPHONE: _____ EMAIL: _____

SEMESTER(S) YOU WISH TO CANCEL: Fall 2019 Spring 2020 MOVE OUT DATE: _____

HAVE YOU TAKEN OCCUPANCY OF YOUR ROOM (i.e., have you received the keys to your room)? Yes No

REASON FOR CANCELLATION (check one): No longer attending CSU Graduating from CSU Military Service
 Dropping below 6 hours Studying abroad in the Spring

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 and cannot be requested with this form. 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 2019-2020 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 3 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 ____/____/____

- Cancellation processed on Spreadsheet
- Room Unassigned/Name removed from Roster
- Update Peoplesoft Account
- File Folder marked for Cancellation

- Application Pulled/Cancelled
- Cancellation processed in LAMS
- Update MRI