

For Office Use Only:
Pending? Yes No
Reason:

Residence Hall Cancellation Form

I hereby request that my housing for _____ semester, _____, be cancelled. I understand that the housing deposit refund is contingent on proper completion of the clearance process (including meeting cancellation deadlines). Any loss or damage to room, key, or furnishings will be billed to me or deducted from the deposit. I further understand that this cancellation will not be processed until the Office of Residence Life receives appropriate documentation for my reason for cancellation.

Reason for cancellation:

Academic Suspension

Cancellation will be processed when our office confirms that you have been suspended.

Commuter Status

Have you applied for commuter status in the Office of the VPSA? Yes No

Cancellation will be processed when our office receives a copy of the VPSA's letter indicating that you have been granted commuter status.

Disciplinary

Cancellation will be processed when our office confirms with the VPSA that you will not be on campus for disciplinary reasons.

Graduation

Cancellation will be processed when our office signs your withdrawal form.

Transferring

Cancellation will be processed when our office signs your withdrawal form.

Medical/Personal

Cancellation will be processed when our office signs your withdrawal form.

John H. Owen Hall

Have you applied to live in Owen Hall? Yes No

Cancellation will be processed when Ambling management notifies this office that you have signed a lease.

Printed Name _____ Signature _____

Student ID # _____ Residence Hall & Room # _____ Date _____

Deadline: Fall Semester – April 1 Spring Semester – November 1 Summer Semester – May 1

To: **Business Office**

From: **Office of Residence Life**

The above named student has cancelled her/his housing contract. Please process the housing deposit as indicated below.

Student is eligible for refund. Please refund \$ _____ to the student.

Student forfeited housing deposit for the reason(s) listed below.

Approved:

Office of Residence Life