HOUSING CONTRACT CANCELLATION POLICY – ACADEMIC YEAR 2019-20

Completed Housing Contracts include an electronic signature and housing prepayment. Residents who wish to cancel their housing contract after completion must submit a cancellation notice online via the Housing Portal. The Cancellation will be effective upon receipt of the notice. A confirmation email will be sent to the student after it is processed.

Housing Guarantees are lost upon cancellation of contract.

<u>IMPORTANT:</u> Cancellation Policy no longer applies after you check in and obtain your keys. Contract Termination Policies apply thereafter. (See contract for Termination policies.)

CANCELLATION FEE SCHEDULE FOR NEW INCOMING TRANSFER – FALL 2019	
Housing Contracts for **New Incoming Transfer whose admission was rescinded** by the University will be voided and cancelled. A confirmation email will be sent to the Student. Full prepayment refund will be issued no sooner than 21 days after original receipt of the prepayment per University policy.	$0.00
Cancellation by Resident who signed a Contract: The fee will be charged according to the cancellation fee schedule below. 06/28/19 - 07/21/19 07/22/19 - 08/18/19 08/19/19 - 09/24/19 * Housing Contracts issued via housing waitlist are subject to full $450 cancellation charge if cancellation is submitted more than 3 days after the contract process is completed.	 $250.00 $350.00 $450.00
Decline after Accepting Resident who accepts admission to the University and later declines admission for any reason will have their housing contract cancelled and will be assessed a cancellation fee according to the fee schedule above.	$250.00 to $450.00
Failure to submit a cancellation or move-in by 4 pm on Tuesday, 09/24/19	$450.00