



2009-2010

Student Residence & Dining Service Agreement Cancellation Form

See back for cancellation fee schedule and policy.

| | | | |
|---|------------|---|----------|
| Last Name | First Name | MI | UST ID # |
| Please check one: <input type="checkbox"/> I am canceling for the full 2009-2010 academic year <input type="checkbox"/> I am canceling for Spring Semester 2010 only | | | |
| Reason for cancellation (documentation verifying reason for cancellation may be requested): <input type="checkbox"/> Living at Parents' Home <input type="checkbox"/> Withdrawal from UST <input type="checkbox"/> Getting Married <input type="checkbox"/> Moving Off Campus <input type="checkbox"/> Medical Condition <input type="checkbox"/> Other (please specify): | | If you are currently living on campus, what is your proposed date of departure? (only when sem. begins) / / | |
| | | Room that you are cancelling: Building: _____ Room #: _____ | |
| I agree that the information provided in this document is true and correct as it has been recorded. | | | Date |

| | | |
|---|---|---|
| To be completed by Residence Life staff: | | |
| Date Rec'd | <input type="checkbox"/> Waive cancel fee; no charge for room and board <input type="checkbox"/> Charge cancel fee of \$_____ only <input type="checkbox"/> Charge cancel fee of \$_____ and pro-rate room and board <input type="checkbox"/> Waive cancel fee; prorate room and board | RMS <input type="checkbox"/> Housing Assignment Cancelled <input type="checkbox"/> Meal Plan Cancelled <input type="checkbox"/> Application Cancelled <input type="checkbox"/> Emails sent (AD/HD, card office, admissions) Date and Initials _____ |
| Initials | | |

Cancel Information

The Student Residence Agreement is for the duration of one academic year, unless application has been made for spring semester only.

Cancellation Fees for Fall & Spring Semesters

For returning students (who have completed an application and received confirmation) requesting a release for fall and spring semester:

A fee will be charged if:

Cancellation is received after April 15 and prior to June 15..... \$350

Cancellation is received after June 15 and prior to the first Friday of classes..... \$500

Cancellations after the first Friday of classes..... \$500 & prorated room charge

A January Term Room Fee of \$350 is applicable to students who request to live on campus in January when their agreement is for only one of the two semesters.

Cancellation Fees for Spring Semester

For current students (who lived on campus for fall semester) requesting a release from housing mid-year:

A fee will be charged if:

Cancellation is prior to November 15.....\$350

Cancellation is received after November 15 and before the first Friday of classes.....\$500

Cancellations after the first Friday of classes.....\$500 & prorated room charge

No cancellation fee will be charged if canceling for the following reasons:

- 1) study abroad; 2) graduation; 3) withdrawal from the university, and 4) marriage