



# Campus Living Cancellation/Buyout Form

## CAMPUS LIVING

Student Name: \_\_\_\_\_

T#: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Building and Room \_\_\_\_\_

Month/Year vacating: \_\_\_\_\_

Reason for vacating (optional): \_\_\_\_\_

**I acknowledge that by submitting this Cancellation/Buyout I am cancelling any future applications or assignments that I currently have?**       Yes       No

Initial All That Apply:

\_\_\_\_\_ I am cancelling by Dec. 1 to be considered a **FALL** buyout and will be checking out within 48 hours of submission. I also understand that I will be responsible for 50% of the cost of my room until I checkout of my room.

\_\_\_\_\_ I am cancelling after Dec. 1 I acknowledge it will be considered a **SPRING** buyout and I will be responsible for the cancellation fee (\$250.00) because I have not checked in and assumed occupancy.

\_\_\_\_\_ I am cancelling after check in and have assumed occupancy and will be responsible for 50% of the prorated room fees up until the date that I checkout of my room.

\_\_\_\_\_ I am enrolled and understand I am still responsible for my meal plan and will be able to use it.

\_\_\_\_\_ I am not enrolled but I checked into my room and will be responsible for payment on a prorated rate based on checkout date.

By signing below students agree to all terms described above. A new housing application with the required deposit and application fee must be submitted to re-apply for campus housing after submission of this form.

\_\_\_\_\_  
Students signature

\_\_\_\_\_  
Date

### For Campus Living Office Staff only

Date received: \_\_\_\_\_

Staff initials: \_\_\_\_\_

RCR Received: \_\_\_\_\_

StarRez: Cancel Room \_\_\_\_\_

Meal Plan \_\_\_\_\_

Meal Plan: Active    Inactive

Checkout Room \_\_\_\_\_