



## Semester Contract Cancellations: At Signing

College Houses does not offer FALL-ONLY contracts; however, we do have a standardized contract cancellation process which includes a reduced-penalty semester cancellation option. If you want to live in College Houses for the fall only, you must sign a contract for the entire academic year and submit a contract cancellation request for the Fall move out date. College Houses offers a **reduced contract cancellation fee of \$150 at signing (which can be withheld from the deposit)** without the need to find a replacement **IF** the Resident fulfills the entire Fall semester of their contract AND submits the semester Contract Cancellation Form before the start date of the contract. You are receiving these documents because you indicated in your contract materials request that you do not want housing for the Spring.

If you are already certain that you plan to request a semester contract cancellation effective at the end of the Fall Semester (December 19<sup>th</sup>, 2019), then you may complete the contract break form. **You should not submit the contract break form at this time unless you are certain you want your space for the spring released on the market immediately** (once it is released to the market, you may not be able to request a spring contract at a later date). All other Contract Cancellation options and fees are detailed on the Contract Cancellation Form.

If you requested this contract break in error or **if you do not want to cancel your contract effective the Fall Semester Move Out Date at this time**, then you must email the Membership Director at [Jacob@collegehouses.com](mailto:Jacob@collegehouses.com) to request that this form be removed from your contract **BEFORE finishing/submitting your materials via DocuSign** (or you may not be able to complete signing).

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## Important Terms for Semester Contract Cancellations

- Resident will remain responsible for the **entire semester rent payment as outlined in the contract (including the full December Rent installment** if paying on the monthly installment plan). College Houses charges rent by the academic semester, which runs through December 19<sup>th</sup>, 2019.
- Students **Graduating from a local college or university in December 2019** may qualify for \$75 semester contract cancellation if they **provide documentation by December 1<sup>st</sup>**. Contact [Jacob@collegehouses.org](mailto:Jacob@collegehouses.org) if you can provide documentation. Students studying abroad or completing non-local degrees are **not** eligible for the No Penalty option.
- Residents departing **prior to the semester move out date** are not eligible for additional pro-rated rents; their room is reserved for the full semester.
- **Residents who do not meet the conditions** for an Exception Request (for example, canceling their contract effective before or during the term of the semester) are subject to the full cancellation fee and release terms as outlined in the Contract Break Policy and Guidelines.

## COLLEGE HOUSES: CONTRACT CANCELLATION FORM

This Contract Cancellation Form is the only acceptable means of providing College Houses (CH) with notice of your intent to terminate your legally binding contract with CH. If you desire to terminate your contract before the contract term is complete, you must complete this form and provide all required documentation and/or payments. If you never check in or if you depart before the end of your contract without completing the Contract Cancellation Form, then the entire balance due for the full term of your contract, along with any unpaid fees, will be forwarded to a **collections agency** and may affect your credit and rental history.

Resident Full Name: \_\_\_\_\_ House: \_\_\_\_\_

Please list the date you are requesting CH to terminate your housing contract: \_\_\_\_\_

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### CANCELLATION FEES

CH considers the "Notice" date as the date the CH Office receives this completed Contract Cancellation Form.

Please select ONE of the following to help determine your Cancellation Fee:

**Standard Cancellation: \$950** Cancellation Fee

Applies to any contract cancellations with fewer than 21 days' notice **before the contract start date**.

Applies to cancellations that take place during the contract term that do not qualify for an "Exception" below.

**21 Days' Notice Cancellation: \$300** Cancellation Fee

Requires greater than 21 days' notice **before the contract start date**, but fewer than 60 days' notice.

**60 Days' Notice Cancellation: \$75** Cancellation Fee

Requires greater than 60 days' notice **before the contract start date**.

**Exception Request\***: You must meet the requirements listed in the "Exceptions" section below to qualify.

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### CANCELLATION FEE EXCEPTION REQUEST

\*Only complete this section if you selected "Exception Request" above)

You may qualify for reduced cancellation penalties if you meet one or more of the following criteria:

**December Contract Cancellation, Submitted Before Contract Start: \$150** Cancellation Fee

This form must be submitted **before the contract start date**.

Contract Termination date must be the Fall Semester Move Out Day (as defined by the College Houses Calendar).

Resident remains responsible for the entire semester rent payment as outlined in the contract (including the full

December Rent installment if paying on the monthly installment plan).

**December Contract Cancellation, Submitted During Contract Term: \$300** Cancellation Fee

This form must be submitted **no later than December 1<sup>st</sup>** of the semester in which the resident desires to cancel.

Contract Termination date must be the Fall Semester Move Out Day (as defined by the College Houses Calendar).

Resident remains responsible for the entire semester rent payment as outlined in the contract (including the full

December Rent installment if paying on the monthly installment plan).

**December Graduate Contract Cancellation: \$75** Cancellation Fee

This form must be submitted no later than December 1<sup>st</sup> of the semester in which the resident desires to cancel.

Contract Termination date must be the Fall Semester Move Out Day (as defined by the College Houses Calendar).

Resident remains responsible for the entire semester rent payment as outlined in the contract (including the full

December Rent installment if paying on the monthly installment plan).

Resident must provide CH with acceptable proof of December graduation from a local college or university.

**Emergency Cancellation: Up to \$75** Cancellation Fee

Resident must provide acceptable documentation of ANY of the following to the CH Office along with this form:

(1) Medical emergency,  (2) Death of an immediate family member,  (3) Qualifying military duty

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Member Signature

Date Submitted to the CH Office

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### OFFICE USE ONLY

Contract Cancellation is granted as of \_\_\_\_\_. Membership Director Signature: \_\_\_\_\_

Resident remains responsible for paying all outstanding balances, including fees, to College Houses.

Official Contract Cancellation Date (Date of Financial Release): \_\_\_\_\_

Notes: