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: ____________________

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.

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, Early/At Signing: $150 Cancellation Fee
   This form must be submitted before the contract start date or at the time of signing.
   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, During Contract Term: $300 Cancellation Fee
   This form must be submitted no later than December 1st 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 1st 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

Member Signature __________________________ Date Submitted to the CH Office __________________________

OFFICE USE ONLY

Contract Cancellation is granted as of _______________. College Houses’ Signature: __________________________
Resident remains responsible for paying all outstanding balances, including fees, to College Houses.
Official Contract Cancellation Date (Date of Financial Release): _______________
Notes: