

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 Full Contract Cancellation: \$300** Cancellation Fee (not available during the term of the contract)

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

___ **60 Days' Notice Full Contract Cancellation: \$75** Cancellation Fee (not available during the term of the contract)

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, 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 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: