

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:

___ **60 Days' Notice Cancellation:** \$150 Cancellation Fee.

Requires 60 days' (or greater) notice.

___ **Standard Cancellation:** A cancellation fee in an amount equal to the lowest full monthly rate (not January or August) of a Single at the respective house applies to any contract cancellations with fewer than 60 days' notice, including cancellations that take place during the Contract term that do not qualify for an Emergency Cancellation.

___ **Emergency Cancellation: Up to \$150** 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: