



Office of Residence Life & Off-Campus Housing
Manhattan:
Phone: 212-261-1737
Fax: 212-261-1778
Email: housingma@nyit.edu
Old Westbury:
Phone: 516-686-1402
Email: housingow@nyit.edu

RESIDENCE HALL CONTRACT TERMINATION

PLEASE COMPLETE THIS FORM ONLY IF YOU ARE (please circle reason)

- ☐ Withdrawing from NYIT
- ☐ Graduating in December
- ☐ Approved for a study abroad program
- ☐ Required to intern or co-op outside of a 50 mile radius of the residence halls
- ☐ Medical Concern
- ☐ Other _____
 - Note: In order to receive any form of reimbursement for reasons of “Other” a Petition for Release Form must be submitted to and approved by the review committee.

TERMS & CONDITIONS

- The resident is **NOT** remaining a student at NYIT.
- The resident agrees to vacate the Residence Halls 48 hours after completing this Residence Hall Contract Termination.
- All checkout procedures must be followed, including the completion of the Room Inventory Form and return of issued keys.
- Failure to provide and/or checkout properly will result in housing fines.
- The Residence Hall Contract Termination must be submitted to the Office of Residence Life and Off-Campus Housing located at the campus at which you reside. A verbal “intent to vacate” is not acceptable.

This form along with official documentation to support the student’s withdrawal must be provided to the Office of Residence Life and Off-Campus Housing prior to July 1 for the Fall Semester and January 1 for the Spring Semester in order to avoid a \$350 contract liquidation fee.

STUDENT INFORMATION

Name: _____ NYIT ID#: _____

Building: _____ Room#: _____ Cell Phone: _____

Home Address: _____
Street City State Zip Code

Home Phone: _____

*My signature below signifies my agreement to the terms as stipulated in the residence hall application pertaining to refunds and charges. All cancellations must be submitted in writing and signed by the student. Students who cancel housing, **after July 1 for the Fall Semester and January 1 for the Spring Semester, will be held responsible for a \$350 contract liquidation fee.***

Student Signature: _____ Date: _____

OFFICE USE ONLY:

Cancellation Effective Date: _____

Processed By: _____

Date Received: