

CONTRACT TERMINATION REQUEST FORM

(Requesting to Cancel After Signing a Housing Contract)

TERM: _____

Resident First Name:	Resident Last Name:	Student ID#:
Resident Cell Phone Number:	Resident Permanent Address:	Hall: Room:

Please see section X of the Terms and Condition of Occupancy on the reverse for specific cancellation deadlines.

Students are required to submit their request form and are responsible for providing additional documentation that substantiates the reason to request contract termination to the Department of Residence Life. Termination requests will not be processed until request form and supporting documentation are received. Students who vacate the residence halls without approval become liable for fees associated with breach of contract. Cancellation and contract buyout fees may apply. Meal plans must be canceled through Administrative Services.

SPECIFIC VACATE DATE

Indicate the specific date that you plan to checkout (if applicable): _____

REASONS FOR TERMINATION REQUEST (Check all the reasons that apply.)

- ☐ Loss of student status as defined as transferring to another school, withdrawal, or failure to attend.
- ☐ Suspension or loss of housing privileges.
- ☐ Completion of graduation requirements during the term of the contract.
- ☐ Marriage or parenthood. Presentation of certificate(s) required.
- ☐ Call to active military duty. Documentation is required.
- ☐ Completion of 60 hours of earned credit of college work (excluding high school concurrent). Transcript is required.
- ☐ Assignment to a University sponsored internship, research, or other University program (i.e. study abroad, student teaching) that requires living away from Russellville. Documentation is required.

Resident Signature _____

Date _____

OFFICE USE ONLY

Request is: ☐ Approved without charges ☐ Pending Additional Information
☐ Approved with charges ☐ Denied

Approval subject to the following conditions:

Prepayment/Deposit will be: ☐ Forfeited ☐ Credited/Refunded Amount: \$ _____

Cancellation Fee will be assessed: ☐ Yes ☐ No Amount: \$ _____

Additional pro-rated housing charges totaling \$ _____ will be assessed through _____

Notes:

X. Cancellation of the Contract by the Resident

- a. Resident may cancel this contract for the following reasons:
 - i. Loss of student status as defined as graduation, transferring to another school, suspension, withdrawal or failure to attend.
 - ii. Completion of 60 earned credit hours (excluding high school concurrent).
- b. All requests to cancel contracts before the start of the contract term must be submitted in writing to the Department of Residence Life. Cancellations processed through other offices are not valid. Should Resident fail to notify the Department of Residence Life, in writing, of their need to cancel their housing, Resident will be responsible for charges assessed to hold their housing assignment. Contract cancellations must be submitted, by email to housing@atu.edu.
- c. After Resident has checked-in and received a key or after the meal plan associated with the contract has been used, this contract may only be canceled by the student for the following reasons: graduation, student teaching or academic internship, marriage, or military leave.
- d. If the Resident re-enrolls during the original contract term, their cancellation is voided and all terms, conditions, and charges will be reinstated. However, Resident's room assignment may change.
- e. Residents who are not required to live on campus and/or have received an exemption from University Housing before the start of the Contract Term, or who are not attending the University, may cancel or terminate this contract and receive a refund of the prepayment/security deposit according to the terms/schedule listed below:
 - i. Fall Residents who officially withdrawal from the University:
 1. Residents who cancel on or after June 1, 2019 will forfeit half (50%) of their prepayment/security deposit, \$50 for residence halls or \$125 for apartments.
 2. Residents who cancel on or after July 1, 2019 will forfeit their entire prepayment/security deposit, \$100 for residence halls or \$250 for apartments.
 - ii. Fall Residents with 60 credits or more:
 1. Residents who cancel on or after June 1, 2019 will forfeit their entire prepayment/security deposit, \$100 for residence halls or \$250 for apartments.
 2. Residents who cancel on or after July 1, 2019 will forfeit their entire prepayment/security deposit, \$100 for residence halls or \$250 for apartments, and receive a \$250 cancellation fee.
 3. Residents who cancel their contract on or after August 1, 2019 will forfeit their entire prepayment/security deposit, \$100 for residence halls or \$250 for apartments, and receive a \$500 cancellation fee.
 4. Residents who cancel their contract on or after August 17, 2019 will be held responsible for the remainder of the housing charges.
 - iii. Spring Only Residents:
 1. Residents who cancel on or after December 1, 2019 will forfeit half (50%) of their prepayment/security deposit, \$50 for residence halls or \$125 for apartments.
 2. Residents who cancel on or after January 1, 2020 will forfeit their entire prepayment/security deposit, \$100 for residence halls or \$250 for apartments.
 3. Residents who cancel their contract on or after January 11, 2020 will be held responsible for the remainder of the housing charges.
- f. If Resident cancels the contract for official withdrawal from the University during the contract term, Resident will be required to make all of the following payments if applicable: prorated rent, damage charges, lock change charges, and improper checkout charges. If resident cancels the contract and then decides to re-instate during the same academic year, the charges described above will not be refunded. Resident will also be responsible for charges from the date of contract re-instatement through the end of the contract term.
- g. Contract cancellation is effective only upon completion of proper checkout procedures if Resident is currently living on campus.
- h. Prorated rent is determined by dividing the room rate by the number of days in the semester, concluding with the date of the last scheduled final exam. This daily rate is then multiplied by the count of days from the official contract start date through the date when Resident properly checks out of Resident's room, hall, or apartment.
- i. Cancellation is only effective for the current contract term. Should Resident not meet exemption from the on campus residency requirements for the next contract term, Resident will be required to live on-campus.