

2020-2021 Housing License Cancellation Request

Please submit this form if you are requesting to cancel the remainder of your housing license. Submission of this form requires both the resident and guarantor signatures and does not guarantee release from financial responsibility of the 2020-2021 housing license terms.

Resident AND Guarantor Acknowledgement

Please read this request form in its entirety BEFORE completing.

I understand that this is a request to cancel the resident's current housing license, and that release from financial responsibility is not guaranteed.

I understand that per section 15 of the 2020-2021 Housing License, the resident and guarantor **BOTH** remain financially obligated to the Housing License until all cancellation fees have been paid and written approval of release is received.

I understand that if this request to cancel is approved, the student is no longer guaranteed a space in Paca & Tubman Houses. If the resident wishes to return to Paca and Tubman Houses, they must reapply.

I understand that if this request to cancel is approved, and the resident is occupying the space, the resident will be expected to vacate by a specific date and time identified by the Management Office. This vacate deadline will be included in the written cancellation approval notification, and failure to vacate by the deadline will result in additional charges.

WAIVER OF FEE FOR APPROVED CANCELLATION

Students who will be **graduating, studying abroad, or participating in a University approved internship that is more than 50 miles from campus** at the end of the Fall Semester, who submit this form along with required documentation (see previous section) to the Management Office by November 30, 2020, will not be assessed a cancellation fee.

VOLUNTARY CANCELLATION

Authorized "Involuntary" vacancies (e.g. from students graduating, studying abroad, etc.) would be filled **before** vacancies for students voluntarily canceling their License (e.g. they want to live somewhere else, can't afford it, etc.). Vacancies for students voluntarily canceling their Housing License will be filled by the new applicant waiting list in the order that they are received **after** Involuntary vacancies are filled. If a replacement is found, the student would be financially responsible for the cancellation Fee as outlined below.

If a replacement is not found, both the resident and guarantor would remain bound to the terms and conditions of the 2020-2021 License Agreement.

REQUIRED DOCUMENTATION

Please submit a copy of:

- Student Teaching/Internship/Practicum: Your acceptance to the program and its location.
- Study Abroad: Your acceptance to the program and its location.
- Medical Withdrawal from Institution: Your release letter from the TU Academic Standards Committee.
- Medical Reasoning: Your accommodation request outlined by TU Accessibility & Disability Services.
- Graduating: Your graduation approval notice.
- Transferring: Your Acceptance letter from the College/University and your TU Registrar's Enrollment Verification document.
- Academic Withdrawal from Institution: Your TU Registrar's Enrollment Verification document.
- Academic/Judicial Dismissal: Your official dismissal letter from the university.

REASON FOR CANCELLATION

Select One

Student Teaching/Internship/Practicum (Must be more than 50 miles from campus)

Study Abroad

Medical/Academic Withdrawal from Institution

Mid-Year Graduation

Financial Hardship

Academic/Judicial Dismissal

Medical Reasoning

Other:

FEE FOR APPROVED CANCELLATION

This fee is based on the date of the release approval notice, not the date of the request submission.

FALL & SPRING HOUSING LICENSE TERM

FALL SEMESTER

Prior to Aug 22nd \$325 (Reservation Fee)
Aug 22nd – Oct 7th \$2,216.50 (50% of semester Fee)
After Oct 7th \$4,433 (100% of semester Fee)

SPRING SEMESTER

Prior to Jan 25th \$325 (Reservation Fee)
Jan 25th-Mar 9th \$2,216.50 (50% of semester Fee)
After Mar 9th \$4,433 (100% of semester Fee)

Please Note: Submission of this cancellation request does not guarantee an approved release. The licensee and guarantor signature below are required in order for us to process this request. If you do not wish to provide your signature, your request will not be considered. The licensee and guarantor signatures below indicate you have read and understand all information provided in this document. If you have any questions, please contact the management office at pacatubman@cocm.com BEFORE completing this form.

LICENSEE

Licensee Signature:
Licensee Name:

LICENSEE GUARANTOR

Guarantor Signature:
Guarantor Name:

AGENT RECEIVING REQUEST

**The agent signature serves as acknowledgement that your request form has been received by our office and does not indicate an approval of release.*

Agent Signature:
Agent Name: