



Caroline Hall CONTRACT CANCELLATION REQUEST FORM

Name: _____ ID# _____ Room number: _____
 Class Standing: FY SO JR SR Graduate Phone number: _____
 E-Mail: _____ Date of Checkout (Cancellation of contract): _____
 Forwarding Address: _____
 City State ZIP

ELIGIBILITY

Mount Mary University housing facilities are for the use of female, full-time, undergraduate and graduate students. Part-time students may be accommodated as space permits. Applicants or residents who lose their eligibility must inform the Director of Residence Life within two business days and are subject to cancellation charges.

CANCELLATIONS

Cancellation refunds and fees will be applied as follows:

Before August 1st

Contract Cancellation Request Form submitted before August 1 prior to the upcoming academic year will result in a full refund of Room and Board charges and the security deposit.

After August 1st through first week of classes

Students who cancel on or after August 1 but before the end of the first week of classes will forfeit the \$100 housing deposit, will be assessed a \$100 cancellation fee and any balance previously paid will be refunded.

After 1st week of classes

Students who request a refund after the first week of classes will have their room and board charges prorated to the date of check out and forfeit their housing deposit. Additionally, the Student will be assessed a \$50 fee for each week remaining in the housing contract and a \$100 cancellation fee.

New Students for Spring Semester

Students who are applying as a new resident for Spring Semester will follow the cancellation policy as stated in C.I-iii with a date of January 1st instead of August 1st.

New Student Mid-Term

Students who move-on campus mid-term will have 5 business days to request a cancellation to their housing contract. If the student requests cancellation within 5 business days, the student will be pro-rated to the date of their check out and charged a \$100 cancellation fee. After 5 business days, the cancellation will follow V.C.iii of the Housing Contract.

Academic Required Cancellations

Students can request cancellation for the subsequent term due to participation in an official Mount Mary University sponsored academic program (study abroad, student teaching, etc.) that requires the student to reside off campus. Student must submit a Contract Cancellation Request Form noting the program they are participating in and the program's contact. The Office of Residence Life will confirm participation in the academic program prior to cancellation approval. If approved, the room and board fees will be prorated to the date of check out and housing deposit refunded.

Financial Hardship, Medical Cancellation, and Medical Withdrawal

University shall require documentation in support of housing cancellation requests due to medical issues or financial hardships. Students must request a Financial Hardship, Medical Cancellation, or Medical Withdrawal form that must be included with the Contract Cancellation Request Form. If documentation is not included, the Office of Residence Life will deny the request for cancellation based on these reasons. If approved, room and board charges will be prorated to the date of checkout and the housing deposit refunded. For the purposes of this contract, Financial Hardship is defined as a significant change to the Student's financial situation since the date of signature on the housing contract. For a Medical Cancellation, the student must provide documentation from a medical professional noting a reason that prevents the Student from continuing to live on campus or Student must complete a Medical Withdrawal per the University's process outlined in the Student Handbook.

Students must vacate room within 48 hours of cancellation or termination of this contract. If Student or Student's belongings are not removed from Room after this time, Student will be assessed \$50 for each day she or her belongings are present. Any damages to the Room beyond normal usage and improper checkouts will be subject to further charges.

Full room and board charges will continue to accrue until residents are specifically released in writing by the Director of Residence Life and the student has completed the checkout process.

Be sure to sign up for a checkout time at least 24 hours in advance with your RA. You must sign all appropriate in-hall paperwork and return your keys before housing charges will be prorated. Failure to comply will result in an improper check-out fee assessed by Caroline Hall staff.

Reason for Cancellation: withdrawing from MMU transferring to another school medical* financial*
 Other: _____

***FOR STUDENT: IF YOUR ABOVE REASON IS FINANCIALLY OR MEDICALLY RELATED, PLEASE PROVIDE SUPPORTING WRITTEN DOCUMENTATION WITH THIS FORM.**

The student requesting the cancellation must meet with Mount Mary University's Financial Aid office to review their accounts in order to have a complete cancellation request. This meeting is to cover the cancellations potential impact on the students account. Finally by signing below, the student is officially requesting a cancellation of their current housing contract.

Financial Aid Signature: _____ Date: _____

Student Signature: _____ Date: _____

FOR OFFICE USE ONLY			
Date Received: _____	Initials: _____	Date of check-out: _____	Date keys received: _____
Proper check-out: YES NO	Deposit eligible for refund: YES (Amount) _____	NO (Reason) _____	
<input type="checkbox"/> \$100 cancellation fee			