Housing Contract Cancellation Request

I wish to cancel my housing contract beginning:

Fall Spring _____
(circle one) Year

I understand that the housing deposit refund is contingent on proper completion of the check-out process, including meeting cancellation deadlines. Any loss or damage to room, key, or furnishings will be billed to me or deducted from the deposit. **Cancellation of a housing contract does not exempt a student from NGCSU's Residence Policy.**

Reason for Housing Contract Cancellation:

- ❑ I am canceling my housing contract without penalty before the cancellation deadline:
  - April 1 for current students
  - July 1 for new students

- ❑ I have recruited another student who does not currently have a housing contract to take over my housing contract. I understand that I am not released from my contract until the other student's contract is completed and that $50.00 will be withheld from my housing deposit after my contract is terminated.

  _____

  (Other student's name and Student ID number)

- ❑ I am intending to commute and would like to make my bed available in the event that NGCSU's Office of Residence Life may need to give another student my housing contract. I understand that Residence Life only fills contracts on an as needed basis, and that I am not guaranteed to be released from my contract. In the event that Residence Life fills my contract, I understand that $50.00 will be withheld from my housing deposit once my contract is terminated. In the event that Residence Life does not fill my contract, I will be responsible for paying the entire contract. I understand that cancellation of my housing contract does not exempt me from NGCSU's Residence Policy.

- ❑ I am appealing to be released from my contract. I understand that I will be required to pay the amount which falls in accordance with my housing contract. I am attaching a written appeal based on one of the following circumstances (check one):
  - ☐ I am no longer enrolled at the University
  - ☐ I have had a change in my family status since I signed my contract.

Printed Name _____ **Signature** _____

Student ID # _____ **Residence Hall &Room #** _____ **Date** _____