

Winthrop University
Division of Student Life
Department of Residence Life

2009-2010

Residence Hall Contract/Courtyard Deluxe Suite Lease Cancellation Request Form

The Department of Residence Life will review this request. Do not assume your request will be approved unless you choose the Option C Buy Out. Vacating your space does not constitute release from your contractual obligations. You will be responsible for payment of housing fees, for the term of the contract, without proper cancellation approval. You will be notified if your request is approved or denied.

Please choose one of the options listed below. This request form must be submitted to the Department of Residence Life by December 18, 2009 at 5 p.m.

Option A ___ I request my Residence Hall Contract/Courtyard Deluxe Suite Lease for the 2009-2010 academic year to be cancelled before the beginning of the spring semester with no penalty for the following reason (will be verified by the Department of Residence Life):

Check one:

- Graduation ___ Undergraduate ___ Graduate
 Withdrawal from the University
 Transferring to Another Institution (Attach Copy of Acceptance Letter and List Reason for Transferring)
 Ineligible to continue enrollment due to failure to meet academic requirements
 Second Semester Co-op/Internship through which Winthrop department _____
 Study Abroad/ National Student Exchange: School/Country _____
 Failure to enroll for the spring semester. Charges will remain on your student account until January 15, 2010.
 Participation during the spring semester in anything required by the University that takes the student away from the main campus for an extended period of time. Please list Program _____
 Other – List Reason _____

Option B ___ I request my Residence Hall Contract/Courtyard Deluxe Suite Lease for the 2009-2010 academic year to be cancelled before the beginning of the spring semester with a \$300.00 cancellation charge for the following reason:

Check one:

- Applied for Residency Requirement Exemption (Submit completed form to the Department of Residence Life)
 Marriage
 Circumstances determined by the University to be sufficiently extenuating beyond the student's control as to warrant cancellation.
Please explain your circumstances below and attach required documentary evidence to this form.

Option C ___ I am classified a Junior or higher and request my Residence Hall Contract/Courtyard Deluxe Suite Lease for the 2009-2010 academic year to be cancelled before the beginning of the spring semester by paying 50% of the first semester's room fee. I understand the buy out fee will be added to my student account.

Student Signature _____

Print Name _____ **Classification** Fr. So. Jr. Sr.

Date _____ **Student ID Number** _____

Current Phone# _____ **Cell Phone#** _____

Email _____ **Current Room Assignment** _____

Office Use Only: Residence Hall Contract/Courtyard Lease Cancellation Request:

_____ **Approved** _____ **Denied** _____ **Date** _____

10/09