2019-2020
Residence Hall Contract/Courtyard Suite Lease Cancellation Request Form

The Department of Residence Life will review this request. Vacating your space does not constitute a release from your contractual residency obligations. You will be responsible for payment of housing fees and meal plans for the term of the contract without proper cancellation approval.

Student Name: ___________________________________________ Student ID#: ______________________
Date Submitted: ______________________ Cell phone #: ______________________
Email address: ______________________________@winthrop.edu Current Building/Room: ______________________

Please read and complete the information requested below:
This Cancellation Request is for the following term:
____ 2019-2020 Academic Year ______ 2020 Spring Semester Only ______ 2019Summer Only

Please choose one of the options listed below.
For All Contracts/Leases: This Request Form must be submitted to the Department of Residence Life by May 1 at 5 p.m. On May 2 cancellation fee penalties begin (minimum $150), penalties after June 1 are $300.

Option A _____ I request my Residence Hall Contract/Courtyard Suite Lease be cancelled for the following reason (will be verified by the Department of Residence Life):
___ Graduation
___ Ineligible to continue enrollment due to failure to meet academic requirements
___ Co-op/Internship (Please provide documentation)
___ National Student Exchange/Study Abroad Program (Please provide documentation)
___ 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 and Provide Documentation __________________________________________
___ Other – List Reason (additional documentation may be required) __________________________________________

Option B - _____ I request my Residence Hall Contract/Courtyard Suite Lease be cancelled with a cancellation charge for the following reason (Please read your contract/lease. Requests are subject to a cancellation penalty at all times.):
___ Applied for Residency Requirement Exemption (Submit completed form to the Department of Residence Life) Sophomores Only
___ Marriage
___ Withdrawal from the University
___ Transferring to Another Institution (Attach a Copy of Your Acceptance Letter)
___ 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 – Buy Out _____ I am classified a Junior or higher and request my Residence Hall Contract/Courtyard Suite Lease be cancelled by paying 50% of one semester’s room fee. I understand the buyout fee will be added to my student account.

My signature below confirms my request to have my Residence Hall Contract/Courtyard Suite Lease cancelled for the requested period above. I also understand that I am responsible for any cancellation fees that may be charged to my student account if my request is approved.

Signature: ___________________________________________ Date: ______________________

FOR OFFICE USE ONLY: _____ Approved _____ Denied Date: ______________________
Fee Charged to Student Account: $ _______________ on _______________ (date) Staff Initials: ______________________
Meal Plan Cancelled: _______________ (date) Room Cancelled: _______________ (date)