



HOUSING CANCELLATION FORM

Cancellation Policy

The Student may request a cancellation of the contract by completing a Cancellation Form according to the following guidelines:

- a. She/he may cancel the contract provided she/he will not be in violation of the University Residency Requirement.
- b. If the student is denied admission to the University, there shall be no cancellation fee and a full refund of any refundable payments will be made.
- c. Students evicted from Housing will be responsible for payment of the entire semester's room rent. The housing deposit will also be forfeited.
- d. Fall Cancellations-Students who cancel for the Fall by June 1 will be refunded their \$100 deposit. Students who cancel by July 1 will be refunded half (\$50) of their deposit. Students who cancel after July 1, but before August 1, will forfeit their entire (\$100) housing deposit. Students cancelling after August 1 will forfeit their deposit and be charged \$100. The student who does not check into the assigned space by the first day of classes for the Fall semester will be assessed a \$350 cancellation fee. The student's assignment will also be forfeited and the student will need to submit a new housing contract, \$100 deposit and \$50 nonrefundable application fee for future terms.
- e. Spring Cancellations-Students who lived on campus in the fall and are cancelling for the Spring will be assessed a \$350 cancellation fee. The Student will need to submit a new housing contract, \$100 deposit and \$50 nonrefundable application fee for future terms.
- f. Spring Only Contract Cancellations-Students who cancel for the Spring by Dec. 1 will not be charged a cancellation fee. Students cancelling after Dec. 1, but before January 1 will forfeit their deposit. Students cancelling after Jan. 1 will forfeit their deposit and be charged a \$350 cancellation fee.
- g. The University will waive cancellation fees if cancellation is the result of
 - Full time student teaching or an academic internship;
 - Withdrawal from the University on the recommendation of Student Health Services;
 - Academic disqualification;
 - Graduation;
 - Or such other circumstances with the prior approval of the Director of Housing and Residence Life

Documentation is required. Students must also complete a cancellation form. Residents who wish to return to University Housing and Residence Life afterwards are not guaranteed a space.

Residency Requirement:

All TWU full-time single undergraduates who have not completed 60 credit hours are required to live in University residential communities unless one of the following exceptions apply:

- With children
- 21 years of age or older
- Active duty military or veterans of military service
- Living with parents or legal guardians within the commuting distance



UNIVERSITY HOUSING
& RESIDENCE LIFE
TEXAS WOMAN'S UNIVERSITY

HOUSING CANCELLATION FORM

Name: _____ Date: _____

TWU ID #: _____ TWU Email: _____ Cell Phone #: _____

Current Academic Status: Freshman Sophomore Junior Senior Graduate

Current Hall/ Apartment: _____ Room #: _____

Permanent Mailing Address:

Address: _____

City/Town: _____ State: _____ Zip: _____

Semesters Cancelling: Fall 20 ____ Spring 20 ____ Summer 20 ____

Primary Reason For Cancellation:

Graduating
Commuting From Home
Transferring To Another University

Moving To Dallas Or Houston Campus
Moving Off-campus
Withdrawing From The University

Reason: Financial
 Reason: Grades
 Reason: Health

Name Of University: _____

Other

Please Specify: _____

Student Signature: _____ Date: _____

HOUSING STAFF ONLY

Checked out/returned key: _____

Processed in Colleague: _____

Cancellation charges in Colleague: _____

Processed in HMS: _____

University Housing and Residence Life
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Phone: 940.898.3676
Fax: 940.898.3638