



HOUSING CANCELLATION FORM

2019-2020 Cancellation Policy

The student may request a cancellation of the contract by completing a cancellation form according to the following guidelines

CONTRACT CANCELLATION CHARGE AND REFUNDS: At a minimum, this contract is in force as long as the Student is officially enrolled during the Academic Year as outlined in "CONTRACT TERM," and as long as the Student remains in good standing. The Student may request a cancellation of the contract by completing a cancellation form according to the following guidelines:

- She/he may cancel the contract provided she/he will not be in violation of the University Residency Requirement.
- 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.
- Students evicted from Housing will be responsible for payment of the entire semester's room rent. The housing deposit will also be forfeited.

CANCELLATION CHARGES FOR THE FALL SEMESTER

- Prior to May 1- no charge, full deposit refund
- May 2 to June 1 - \$50
- June 2 to June 30 - \$100
- July 1 to July 31 - \$200
- August 1 to Residence Hall Opening Day - \$350
- After Opening Day - \$500, forfeit deposit, and charged prorated days lived on campus

CANCELLATION CHARGES FOR THE SPRING SEMESTER (Fall Assigned Students)

- \$500 and forfeit deposit

CANCELLATION CHARGES FOR THE SPRING SEMESTER (New Spring Assigned Students Only)

- Prior to December 1 - \$50
- December 1 to Residence Hall Opening Day - \$350
- After Opening Day - \$500, forfeit deposit, and charged prorated days lived on campus

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 Dining.

Documentation is required. Students must also complete a cancellation form. Residents who wish to return to Housing and Dining 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



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 2019 and Spring 2020 Spring 2020 (only)

Primary Reason For Cancellation:

- | | |
|---|---|
| Certification of Living with Parent (CLPA) <input type="checkbox"/> | Moving To Dallas Or Houston Campus <input type="checkbox"/> |
| Graduating <input type="checkbox"/> | Pregnant <input type="checkbox"/> |
| Married <input type="checkbox"/> | Release from Residency Requirement (RFR) <input type="checkbox"/> |
| Moving off campus <input type="checkbox"/> | Study Abroad <input type="checkbox"/> |

Withdrawing for the below reason:

- | | |
|--|---|
| Academic Suspension <input type="checkbox"/> | Judicial <input type="checkbox"/> |
| Active Military <input type="checkbox"/> | Medical <input type="checkbox"/> |
| Financial <input type="checkbox"/> | Pregnant <input type="checkbox"/> |
| Other: _____ | Transferring to another University/College <input type="checkbox"/> |

Student Signature: _____ Date: _____

HOUSING STAFF ONLY

Checked out/returned key: _____

Processed in Colleague: _____

Cancellation charges in Colleague: _____

Processed in THD: _____