

Request to Cancel Housing Contract

Fall 2009 - Spring 2010

Return this form to:

VCU Central Housing Office

Cary & Belvidere Residential College hall

301 West Cary Street, Richmond, VA 23284

Phone: (804) 828-7666 Fax: (804) 828--2466

Check the section below that corresponds with your reason for requesting cancellation of your Fall 2009 - Spring 2010 VCU housing contract. Communications to you from VCU Residential Life & Housing and the official decision regarding your cancellation request will be sent via the VCU student email system within 10 - 15 business days; provide your VCU email address below, not your personal email address. Please refer to the Terms & Conditions of your housing contract for information regarding cancellation/penalty policies and reimbursement of housing charges.

Name _____ VCU Student "V" ID Number _____

Permanent Home Address _____ City, State, Zip _____

VCU Student Email Address _____ Phone (include Area Code) _____

2009-2010 Housing Assignment (Residence Hall and Room Number) _____

Contract termination date you are requesting _____

- Graduating December 2009. NOTE: You are required to vacate your room no later than 10 a.m., Wednesday, December 16, 2009.** If you currently reside in a 12-month hall, you will receive a reimbursement of the remainder of your Fall 2009 housing charges (December 16, 2009 - January 31, 2010), which will be placed directly on your VCU student account. (Contact VCU Student Accounting to request a monetary refund.) If you currently reside in a 9-month hall, you will NOT receive a reimbursement.
- Transferring/withdrawing from VCU at end of Fall 2009 term. NOTE: You are required to vacate your room no later than 10 a.m. Wednesday, December 16, 2009.**
- Other Issues or Circumstances.** On the back of this form, or on an attachment, provide circumstances or issues you wish to be considered in support of your request to cancel your housing contract (refer to the contract's Terms & Conditions regarding cancellation/penalty policies). Please write legibly.
- Marriage, Study Abroad or Medical Rotation (circle one).** You must provide a copy of your marriage license or documentation from the appropriate University department to be considered for release from your housing contract.
- Upcoming FALL 2010 - SPRING 2011 Housing Contract:** You participated in the Same Room Sign-Up or Housing Lottery process and signed a Fall 2010 - Spring 2011 housing contract for the upcoming academic year. You now wish to cancel that contract and room assignment. You are submitting this cancellation request **on or before March 31, 2010** and understand you will be not be charged a cancellation/penalty fee. [NOTE: If you are requesting cancellation of your Fall 2010 - Spring 2011 housing contract *after* March 31, 2010, check section "Other Issues/Circumstances" above.]
- Graduating May 2010. NOTE: You are required to vacate your room by 10 a.m., Friday, May 28, 2010.** If you currently reside in a 12-month hall, you will receive a reimbursement of the remainder of your Spring 2010 housing charges (May 28 - July 23, 2010), which will be placed directly on your VCU student account. (Contact VCU Student Accounting to request a monetary refund.) If you currently reside in a 9-month hall, you will NOT receive a reimbursement.

By signing this form, I confirm that I have fully read and understand the terms of the above cancellation policies. I also understand any cancellation/penalty fees that may result from the granting of my housing cancellation request will be placed on my VCU student account. Those fees are payable according to the University's payment schedule and policies. (Contact the VCU Student Accounting Office directly for further information.)

Student Signature: _____ Today's Date: _____