

APPLICATION TO CANCEL HOUSING AND DINING CONTRACT

NAME _____ STUDENT ID# _____

RESIDENCE HALL AND ROOM _____ PHONE # _____

Email _____ If approved, new physical address _____

In accordance with section 15B of the Room and Board Contract, I hereby apply to cancel my contract and also understand that Freshmen/first-year students under the age of 20 are not eligible.

I wish effective date of cancellation to be _____

Please check reason for release and complete information: *liquidation fees will not apply to the following below

_____ **OFFICIAL WITHDRAW**- If you are withdrawing from the university (**not attending a satellite campus or not taking any CWU class on-line**) you will need to contact the Registrar's Office in Mitchell hall, and Financial Aid if necessary, to officially withdraw from the university. In addition, you will need to contact your hall staff to officially checkout of your hall within 24 hours of your withdrawal. Your room and board charges will be prorated to the date of your official checkout.

_____ **MARRIAGE**- Students must provide an official marriage license to Housing and Residence Life. Your room and board charges will be prorated to the date of your official checkout.

_____ **NOT REGISTERED FOR CLASSES** – If you choose NOT TO REGISTER for the next quarter, you will need to contact your hall staff to officially checkout of your hall within 24 hours of your last final. If you later re-register for classes within the contract period you will be held financially responsible for the full contract.

_____ **GRADUATING** – If you are graduating from the university, your petition will be processed upon verification of your pending graduation from the Registrar's Office.

_____ **NON-LOCAL CWU PROGRAMS**- Students participating in non-local CWU programs (student teaching, internships outside of Ellensburg, International Exchange, etc.) will need to provide written verification to Housing and Residence Life of the non-local program.

_____ **MOVE TO AN ON-CAMPUS APARTMENT**- If you are moving to an on-campus apartment you will be required to complete the remainder of the contract in an on-campus apartment or be assessed liquidation charges per the residence hall and apartment contract.

There are no cancellation penalties in the form of liquidated damages for cancellations occurring in one of the provisions listed above. As University Housing and Dining Operations are self-supported operations paid entirely out of approved housing/dining student fees. **Appeals requesting the waiver of the fees noted below will only be considered for reasons of catastrophic student emergencies that impact the student's ability to meet contractual agreements that occur after submittal of the signed agreement.** (Example: family medical emergency) All such appeals must be submitted in writing and will be considered by the Director of Housing Operations and Marketing or designee to determine whether the conditions noted above have been met.

_____ **OTHER CIRCUMSTANCES**- Please submit in writing circumstances other than listed above.

I agree to pay liquidated damages per terms of the agreement (15B) amounting to:

Housing: Prorated charges to date of checkout, \$200 housing cancellation fee, and \$300 per term left on the contract or any part thereof (liquidation fee).

Dining: Outstanding balance on meal plan account for current term plus \$300 for each additional term(s) left on the contract. If you wish to cancel only your meal plan, you must submit the request in writing to the Director of Dining Services. **Only those with specific dietary needs and are approved by Disability Support Services will be reviewed.** Liquidation damages for meal plans are as stated above.

I hereby agree to these terms and conditions in exchange for cancellation of my agreement.

Student Signature: _____ Date: _____

Approved: _____ Date: _____

Housing and Residence Life

Comments: _____ Revised 03/2020