

# REQUEST TO CANCEL HOUSING CONTRACT: FALL 2017 - SPRING 2018

Check the section below which corresponds with your reason for requesting cancellation of your Fall 2017 – Spring 2018 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 15 business days. Provide your VCU email address below, NOT your personal email address. **Please note submission of this form does not imply automatic cancellation of your housing contract. Please refer to the 2017 – 2018 Housing Contract for complete details regarding cancellation policies, available online at [www.housing.vcu.edu](http://www.housing.vcu.edu) located under the resource tab.**

Name \_\_\_\_\_ VCU Student "V" ID Number \_\_\_\_\_

Permanent Home Address \_\_\_\_\_

\_\_\_\_\_

VCU Student Email Address \_\_\_\_\_ Cell Phone (include Area Code) \_\_\_\_\_

VCU Housing Assignment (Residence Hall and Room Number) \_\_\_\_\_

Date of form submission \_\_\_\_\_ Date form received \_\_\_\_\_ (office notation)

### Please check the appropriate box below.

**New incoming student:** Fall 2017 – Spring 2018 semester – Requesting cancellation of Housing Assignment within **5 business day cancellation period.** *Note: This form must be received in our office by close of business on the 5th day after the room assignment was emailed to the student.*

**New incoming student:** Fall 2017 – Spring 2018 semester . You are requesting cancellation of your Fall 2017 – Spring 2018 VCU housing contract after the **5 business day cancellation period.** On the back of this form, or on a separate attachment, provide circumstances or issues you wish to be considered in support of your request to cancel your contract. Please write legibly. *Note: Submission of this form does not imply automatic cancellation of your housing contract.*

**Current student who is continuing enrollment at VCU for Fall 2017 – Spring 2018:** You are requesting cancellation of your 2017 – 2018 VCU housing contract. On the back of this form, or on a separate attachment, provide circumstances or issues that you wish to be considered in support of your request to cancel your contract. Please write legibly. *Note: Submission of this form does not imply automatic cancellation of your housing contract.*

**Current student who is transferring:** (and therefore ending enrollment at VCU) You are requesting cancellation of your Fall 2017 – Spring 2018 VCU housing contract.

**Current student who is withdrawing:** (and therefore ending enrollment at VCU) You are requesting cancellation of your Fall 2017 – Spring 2018 VCU housing contract. Please provide a small description as to why you are withdrawing.

\_\_\_\_\_

**Marriage , Study Abroad or Medical Rotation** (check one). You are requesting cancellation of your Fall 2017 – Spring 2018 VCU housing contract due to the reason checked. You must attach a copy of your marriage license or documentation from the appropriate University department.

Student Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_