Central Connecticut State University
2015 – 2016 Academic Year Annual Housing Contract
Cancellation Request Form

( ) I have read the 2015 – 2016 Academic Year Annual Housing Contract and I agree with and understand the terms regarding the refund policy.

This survey is being submitted as a request to cancel my housing contract. I am aware that my request will be reviewed by a committee, if submitted after the cancellation deadline of June 30 for the academic year, or December 1 for the spring term, and that the decision of the committee is final. Please see the annual housing contract information on the Residence Life website at http://www.ccsu.edu/resLife/. Any information provided must be verified by the Residence Life Office prior to reviewing your request. If your request is not approved, you will remain assigned to housing for the remainder of the contract and will be responsible for all fees associated with housing.

Students are bound to the annual contract when they have paid a deposit, completed an application and/or have an active assignment for the coming academic year (or semester for new spring residents). The $250 housing deposit is non-refundable per Board of Regents policy. The deadline to cancel housing for the new academic year (fall/spring) is June 30th. The deadline to cancel housing for the spring semester (for new spring residents only) is December 1st.

1. Last Name:

2. First Name:

3. CCSU ID:

4. Housing assignment to cancel (If you have not selected a room please enter N/A):

5. Cell Phone (or best number to reach you at):

6. CCSU E-Mail Address:
7. Current Class Standing:
   ( ) Freshman
   ( ) Sophomore
   ( ) Junior
   ( ) Senior
   ( ) Graduate

8. Street Address of Residence if Cancellation is Approved:

9. City, State and Zip Code of Residence if Cancellation is Approved:

10. If released from the contract, I will be living at:
    ( ) Home address
    ( ) Off campus apartment/house
    ( ) Other please specify

11. I am requesting to cancel my housing for the fall and spring semesters:
    ( ) Yes
    ( ) No

12. I am requesting to cancel my housing for the spring semester only:
    ( ) Yes
    ( ) No

13. I am:
    ( ) Leaving CCSU
    ( ) Remaining at CCSU, and just leaving housing

14. Do you wish to remain on the meal plan:
    ( ) Yes
    ( ) No

Reason for cancellation request (*further documentation may be required before your request is reviewed).

15. Reason for requesting cancellation of contract:
    If student teaching, internship or co-op, the name and address of the school, internship or co-op site must be included in the "other" box as well as selecting your reason.
    ( ) Academic Dismissal (must be verified)
    ( ) Commuting
    ( ) Conduct
( ) Dropping to Part-Time Status (a housing hold is placed on your account to prevent registering for more than 11.5 credits during the duration of the housing contract that you are breaking)
( ) Leave of Absence (Non-Medical)
( ) Leave of Absence (Medical)
( ) Leave of Absence (Military)
( ) Student Teaching/Internship/Co-Op (at a location that eliminates the need for on-campus housing - the experience has to be closer to the residency address than the experience is to CCSU)
( ) Transferring to another College/University
( ) Withdrawing from CCSU
( ) Other: If you are requesting a reason other than those above, you must submit a written request below clarifying your reason for cancellation (further documentation may be requested and required before your request can be considered).

(Please attach your written request and any supporting documents)

16. I have read and understand the policies above and wish to cancel my housing assignment. I understand that my request will be reviewed and that I will be notified of a decision in writing by the Department of Residence Life. If I am not satisfied with the outcome of my appeal, I am aware that I can appeal the decision to the Dean of Students, via email, within 5 business days of my being notified in writing of the decision.

Signature of Student: _____________________________________________ Date: __________

No refunds for students who cancel from housing on or after July 1 (academic year) or December 1 (spring term- for those students who plan to enter housing for the first time in the spring).
For current refund policies see the Bursars web-site http://www.ccsu.edu/bursar/refundPolicy.html

This completed form and any documentation must be faxed to 860-832-1659, scanned and emailed to ResLife@ccsu.edu or mailed to:

CCSU Department of Residence Life
1615 Stanley Street
New Britain, CT 06050-4010

Office Use Only:

Processed by/Date Processed: __________________________