



Housing Cancellation Form

The housing cancellation policy (including a list of cancellation fees) is available at <http://barnard.edu/reslife/cancellations>.

Name _____ Student ID _____

Building & Room # _____ UNI _____

Cancelling Housing for (please write in year next to semester) Fall Spring

Reason for Cancelling Housing Study Abroad Graduating Mid-Year Moving Off-Campus
 Leave of Absence Other:

Do you plan to reapply for on-campus housing in the future? Yes No Unsure

Mid-semester only: When are you planning to vacate your room? (date & time) _____

By submitting this request to cancel my housing, I fully understand that:

- If cancelling & not finishing the current semester, College policy requires that I must move out of my space within 48 hours after the cancellation of my housing contract and/or leave of absence from the College.
- If cancelling my housing for the Spring semester, I understand that I must vacate before the end of the Fall semester. I may not leave any belongings on campus over Winter Break.
- It is my responsibility to inform my roommate(s) and/or suitemates(s), if applicable, of my housing cancellation.
- I will complete a check-out envelope and turn my key(s) in to my residence hall's front desk upon leaving. Failure to do so will result in a \$100 improper check-out fine and/or \$100 per key charge for lock changes.
- Cancelling academic year housing while still enrolled as a student will **affect my financial aid package** and will result in being switched from a "residential" to "commuter" budget (a potential decrease of \$13,000 in aid). I am strongly encouraged to make an appointment with the Financial Aid office to discuss my package before submitting this form.
- Cancelling academic year housing renders me **ineligible to participate in Room Selection** in order to have a guarantee of campus housing. If I apply for housing, I will be part of the Non-Guaranteed Wait List. I understand that students on the non-Guaranteed Wait List are prioritized for assignment based on category & distance from campus of their permanent home address.
- If submitting this form after a cancellation deadline, I will be subject to **cancellation fees** and/or forfeiture or proration of room changes as outlined in the Housing Contract and/or College policies.

Signature _____ Date _____

If submitting this form electronically, the signature above **must be handwritten** (not just typing your name).

OFFICE USE ONLY

Cancellation Penalty / Fees

- Forfeiture of Semester Rent
 Cancellation Fee: _____
 Other: _____

Processing Steps

- Updated on Housing Roster
 Updated in StarRez:
 Cancel Terminate as of _____ N/A

Processed by _____ Date _____