

PETITION TO CANCEL HOUSING LICENSE AGREEMENT

Your Housing License agreement is binding for the entire selected contract term. Requests to cancel an agreement generally fall within two categories: automatic cancellation or non-automatic cancellation. Both of these categories require 30 day written notification to Housing and Residential Life, during which time the petition will be reviewed and based upon verification either approved or denied.

Grounds for cancellation generally include the following four circumstances:

1. Withdrawal/transfer from NDNU
2. Non-enrollment in two or more consecutive academic terms within the contract period
3. Marriage
4. Financial Hardship
5. Medical Request
6. Other hardship

We are aware that situations occasionally arise, which warrant review and possible exception to this policy. In order for us to better understand and respond to your unique circumstances, please follow Steps 1 through 4 of this petition. Please keep in mind that your thoroughness in this process will facilitate a timely evaluation and response to your request. All petitions are processed in accordance with provisions of the 2017-2018 Housing License Agreement.

STEP 1: Read this form, *Petition to Cancel Housing License Agreement*, completely.

STEP 2: Fill out the attached Petition Form completely, answer all questions and attach all required documentation.

STEP 3: Return the completed form and attachments to the Housing Office, c/o Associate Director of Housing.

STEP 4: You will be contacted via email about the status of your request within a week of our receipt of this request.

Cancellation Timeline and Fees

- ◆ All cancellation requests will be reviewed once all necessary materials are submitted. If you fail to submit **appropriate and adequate documentation** as described in the Cancellation Checklist, your petition for a contract cancellation **will not be** considered.
- ◆ If your petition is approved, you will be charged the following fees in accordance with 2020-2021 Housing License Agreement. Unless otherwise arranged these charges are processed to your University student account as a Housing expense.
 - Non-negotiable cancellation fee of \$400
 - Pro rata daily rate for the number of days active in the contract period (e.g. petition to be released 30 days into the term will result in a fee assessment for 30 days at the daily rate plus the cancellation fee noted above). Rates shall be based on type of assigned bed space, as well as the selected resident dining plan.

REQUESTS FOR CANCELLATION ARE HANDLED ON A CASE BY CASE BASIS. VACATING YOUR ROOM, RETURNING YOUR KEYS, AND/OR NOT USING YOUR MEAL PLAN DO NOT CONSTITUTE RELEASE FROM YOUR CONTRACTUAL OBLIGATIONS. WITHOUT PROPER AUTHORIZATION TO CANCEL, RESIDENTS WILL BE HELD RESPONSIBLE FOR THE TERMS AND CONDITIONS OF THE HOUSING LICENSE AGREEMENT.

SECTION I: RESIDENT/LICENSEE INFORMATION

Name: _____ ID#: _____ Room #: _____
Last Name First Name

Cellular Phone #: (____) _____ Email Address: _____

Alternate Phone #: (____) _____ Are you under 24 year of age? yes no

SECTION II: CANCELLATION CHECK LIST

1. Are you requesting to cancel due to Non-Enrollment/Withdrawal/Transfer/Graduation from NDNU? YES NO

Please check here if you will not be enrolling in courses for the remainder of the academic year. This information will be verified by Housing and Residential Life.

Residents who are requesting to be released from their Housing License Agreement due to the fact that they will not take any classes during the remainder of their housing contract are notified of the following: In the event your request is approved your housing charges will be rescinded. Should you enroll for ANY CLASSES during the time covered by the 2017-2018 Housing License Agreement all of your housing fees, including rent and meal plan will be re-instated with the resident and financial guarantor liable for all fees. Failure to pay these fees will result in the matter being referred to collections.

By signing this Petition to Cancel the Licensee acknowledge that they have read this information and are aware of said practice.

2. Are you requesting to cancel due to marriage? YES NO
If yes, please attach a copy of the marriage certificate.

3. Are you requesting to cancel due to financial hardship? YES NO
If yes, provide a typed explanation on a separate sheet of paper as to your financial status and include any documents you have which support your request. Students may also be asked to submit documentation from the Financial Aid Office and available aid will be considered.

4. Are you requesting to cancel due to a medical concern? YES NO
If yes, you will need to meet with a Disability Services staff member. Determinations for medical needs will be based on recommendations from this office.

5. Are you requesting to cancel for a different reason not? YES NO
If yes, on a separate piece of paper, please provide a typed explanation detailing why you are requesting the cancellation of your Housing License Agreement.

NOTE: Reasons such as roommate conflicts, noise, or dislike of the food are NOT adequate reasons for cancellation. These issues can be dealt with effectively by consulting with your Resident Assistant, Campus Dining Services Staff, or the Administrative Staff in the Housing Office. We will work with you to resolve your situation through other available means.

