

Spring 2022 Housing Cancellation Exception Request

Carnegie Mellon University
Housing Services

STUDENT INFORMATION (Please type or print clearly)

Last Name _____ First Name _____

Andrew ID _____ Building & Room _____

Class Standing: _____

Initial each line below to acknowledge that you have read and understand the following:

_____ This form merely represents a REQUEST for a spring semester cancellation—housing cancellation is not guaranteed

_____ I have read, understood, and agreed to all of the terms and policies as outlined on page 2 of this document

_____ If approved, I am responsible for completely vacating my housing assignment on or before Wednesday, December 15, 2021 at 12 p.m. (noon), and that failure to vacate by that time will result in additional fees

_____ If approved, I understand that I will be charged a \$200 cancellation fee for canceling the spring portion of my HLA

_____ If approved, I understand that I am forfeiting my eligibility to participate in Room Selection 2022 (exceptions: students studying abroad, on co-op, Washington semester), and should I need housing for the 2022-2023 academic year, I can apply through the non-guaranteed wait-list application.

Reason for Cancellation Request (select only one):

- Graduating from the university in December**
(requires verification of a December 2021 graduation date)
- Taking a leave of absence for the Spring 2022 semester**
(requires verification that your enrollment status has changed to “Leave of Absence” for the S22 semester)
- Withdrawing from the university effective Spring 2022**
(requires verification that your enrollment status has changed to “Withdrawal” for the S22 semester)
- Studying Abroad for Spring 2022** Will you need campus housing for the Fall 2022 semester? Check if yes:
(requires verification of enrollment in Study Abroad or Tuition Exchange units on your Spring 2022 student schedule)
- Away for a Co-Op for Spring 2022** Will you need campus housing for the Fall 2022 semester? Check if yes:
(requires verification of enrollment in Co-Op units on your Spring 2022 student schedule)
- Exchange student returning to my home institution**
- Other—Please list here:** _____
(requires an in-person meeting and reviewed individually on a case-by-case basis)

By signing below, I agree to all of the conditions and policies listed in this request form, and acknowledge my understanding that submitting this form is a request only, which may be denied. I understand that I will be notified by Housing Services when/if my cancellation request is granted, and that more information will be provided at that time.

Signature _____ Date _____

Timeline:

November 11 through December 15, 2022—Request forms will be accepted; you will receive a confirmation email when your request has been added to the system (does not imply approval)

On-Going—Students will be notified once a decision has been made regarding their request, whether it is approved or denied; Students can email rmassign@andrew.cmu.edu to request an update on the status of their request, but in general, if the request hasn't been approved or denied, then a decision is still pending

12 p.m. (noon) on December 15, 2021—All students who submitted cancellation requests (even if they haven't yet been verified/ approved) must completely vacate their room/apartment; Keys are due for residents requesting cancellations out of any hard-key buildings (Fairfax and Shady Oak Apartments).

12 p.m. (noon) on December 15, 2021—Deadline for remaining roommates to request a pull-in (new roommate), and also the deadline for those pull-ins to completely move into the space they are being pulled into (pull-ins MUST move before they leave for Winter Break)

48 hours after approval—Full refund of Spring 2022 housing charges should be posted to your student account and cancellation fee applied

Terms and Conditions that you agree you to by submitting this request form:

If approved, I understand that I am **required to completely remove all of my belongings from my room before noon on Wednesday, December 15, 2021.** I understand that no extensions or exceptions will be granted for students not returning for the spring semester.

If approved, I understand that I am required to take any trash items that I am not taking with me to the nearest dumpster or other appropriate trash location. I understand that failure to do so will result in charges billed to my student account for damages or additional cleaning costs.

If approved, I understand that my ID card access will automatically be set to expire at 12 p.m. noon on Wednesday, December 15, 2021.

If approved, I understand that if I am a resident of an apartment with hard keys (Fairfax and Shady Oak) that I am required to return my key to the Residence on Fifth drop box, located in the vestibule of 4700 Fifth Avenue, by 12 p.m. (noon) on Wednesday, December 15, 2021.(Note: You will be asked to fill out a key return envelope and you will be issued a receipt for your key return— keep this receipt for your records.) Failure to return your key by noon on December 15th will result in a lock change charge of up to \$150, which will be billed to your student account.

If your roommate wishes to pull someone into your vacancy, they should email rmassign@andrew.cmu.edu as soon as possible. **The person being pulled in will be required to move his or her belongings into your room BEFORE they leave campus for Winter Break** so that we can assign a new resident to their vacancy instead of yours. If your roommate wants to pull someone in, we will ask them to have a conversation with you about this to work out the details.

If there are any other details you want us to be aware of related to your cancellation request, please include those details here: