Spring 2027 Housing Cancellation Exception Request

Carnegie Mellon University

Student Affairs
Housing Services

STUDENT INFORMATION (Please type or print clearly)

Last Name _____ **First Name** _____

Andrew ID _____ **Building & Room** _____

Class Standing: (Please Select)

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—a 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 Tuesday, December 15, 2026 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 Housing Contract
Note: Cancellation fee applies to all cancellations, including study abroad, Washington Semester, exchange students, etc.

_____ If approved, I understand that I am forfeiting my eligibility to participate in Room Selection 2027 (exceptions: students studying abroad, on co-op, Washington semester), and should I need housing for the 2027-2028 academic year, I can apply through the wait-list application beginning February 17, 2027.

Reason for Cancellation Request (select only one):

☐ **Graduating from the university in December**
(requires verification of a December 2026 graduation date in SIO)

☐ **Taking a leave of absence for the Spring 2027 semester**
(requires verification in SIO that your enrollment status has changed to "Leave of Absence" for the S27 semester)

☐ **Withdrawing from the university effective Spring 2027**
(requires verification in SIO that your enrollment status has changed to "Withdrawal" for the S27 semester)

☐ **Studying Abroad for Spring 2027** ***Do you wish to participate in Room Selection for Fall 2027 housing? Yes*** ☐
(requires verification of enrollment in Study Abroad or Tuition Exchange units on your Spring 2027 student schedule in SIO)

☐ **Away for a Co-Op for Spring 2027** ***Do you wish to participate in Room Selection for Fall 2027 housing? Yes*** ☐
(requires verification of enrollment in Co-Op units on your Spring 2027 student schedule in SIO)

☐ **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** _____

Spring 2027 Housing Cancellation Exception Request (page 2)

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Timeline:

November 1 through December 15, 2026—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, 2026—All students who submitted cancellation requests (even if they haven't yet been verified/ approved) must completely vacate their room/apartment.

12 p.m. (noon) on December 15, 2026—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 2027 housing charges should be posted to your student account and $200 cancellation fee applied

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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 12 p.m. (noon) on Tuesday, December 15, 2026.** 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 Tuesday, December 15, 2026.

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 their 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: