

Spring 2020 Housing Cancellation Exception Request

STUDENT INFORMATION (Please print clearly)

Last Name _____ First Name _____

Andrew ID _____ Building & Room _____

Class Standing: First-year Sophomore Junior Senior Fifth-Year Graduate student

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 Tuesday, December 17, 2019 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

_____ If approved, I understand that I am forfeiting my eligibility to participate in Room Selection 2020 (exceptions: students studying abroad, in co-op, or moving to Greek Housing), and will be placed on a waitlist for housing should I need campus housing for the 2020-2021 academic year

Reason for Cancellation Request (select only one):

- Graduating from the university in December**
(requires verification of a December 2019 graduation date)
- Taking a leave of absence for the Spring 2020 semester**
(requires verification that your enrollment status has changed to “Leave of Absence” for the S20 semester)
- Withdrawing from the university effective Spring 2020**
(requires verification that your enrollment status has changed to “Withdrawal” for the S19 semester)
- Studying Abroad for Spring 2020** Will you need campus housing for the Fall 2020 semester? Check if yes:
(requires verification of enrollment in Study Abroad or Tuition Exchange units on your Spring 2020 student schedule)
- Away for a Co-Op for Spring 2020** Will you need campus housing for the Fall 2020 semester? Check if yes:
(requires verification of enrollment in Co-Op units on your Spring 2020 student schedule)
- Exchange student returning to my home institution**
(requires verification of your current exchange student status and non-enrollment for the Spring 2020 semester)
- Moving into Greek Housing for the Spring 2020 semester**
(requires an in-person meeting with Housing Services to confirm eligibility and the availability of an approved vacancy in the Greek house)
- 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 17, 2019—Request forms will be accepted; you will receive a confirmation email when your request has been added to the system

On-Going—Students will be notified once a decision has been made regarding their request, whether it is approved or denied; Students can email rassign@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 17, 2019—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 request cancellations out of any hard-key buildings (Fairfax, Webster, Shady Oak, and Neville Apartments); Laundry cards must also be returned by residents of Webster.

12 p.m. (noon) on December 17, 2019—Deadline for any pull-ins by remaining roommates to completely move into the space they are being pulled into

48 hours after approval—Full refund of Spring 2020 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 Tuesday, December 17, 2019.** 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 any 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 17, 2019.

If approved, I understand that if I am a resident of an apartment with hard keys (Fairfax, Webster, Shady Oak, and Neville) that I am required to return my key to the Residence on Fifth Service Desk, located at 4700 Fifth Avenue, by 12 p.m. (noon) on Tuesday, December 17, 2019. (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 will result in a lock change charge of \$150, which will be billed to your student account.

Residents of Webster are also required to return their laundry card at the same time that their key is returned. Failure to return your laundry card will result in a \$25 charge to your student account.

If your roommate wishes to pull someone into your vacancy, they should email rassign@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: