Housing Cancellation Notice Form

Year: ______
  ○ Fall
  ○ Spring
  ○ Summer 1st Session
  ○ Summer 2nd Session

Last, First and Middle Name: __________________________________________

Student ID Number: __________________________________________

Residence Hall and Room Number: _______________________________________

Email Address: __________________________________________

Current Classification:
  ○ New Freshman
  ○ Sophomore
  ○ Junior
  ○ Senior
  ○ Graduate
  ○ Other

Reason(s) for cancellation (please check all that apply):
  ○ Graduating
  ○ Withdrawing from the University
  ○ Not Returning to SSU next semester (will not be registered at SSU)
  ○ Living at home due to Financial Issues
  ○ Other___________________________

  ○ Co-op/Intern
  ○ Academic Suspension/Expulsion
  ○ Military duty
  ○ Transferring to another college/university

Students, who complete the Housing Contract, that are still enrolled for classes at SSU and fail to honor this contract will forfeit their room reservation fee and be held financially responsible for 50% of the room charges for the semester, as well as the prorated amount of the board charges.

Please Note: At a later date, lists of registered/non-registered students, academically suspended students, graduating senior, etc, will be carefully reviewed and relevant charges will be assessed wherever applicable to this Housing cancellation.

Please take a minute to expand upon you reasons for canceling. Your responses are appreciated and will be kept in confidence. Please check all that apply.

  ○ Preference for private bedroom
  ○ Small Size of room
  ○ Poor economy, need to live at home
  ○ To live with friends
  ○ Rules, regulations and policies in general
  ○ Visitation Restrictions
  ○ Alcohol restrictions
  ○ Noise
  ○ Policies not enforced
  ○ Quiet hours not enforced
  ○ Too expensive

Please check the one category that best describes the type of housing in which you are moving to:

  ○ Apartment building
  ○ Mobile home
  ○ Duplex/Townhouse
  ○ Parent’s house
  ○ Rented room in a house
  ○ Detached house

My Signature indicates that I am terminating my Student Housing application on ___________
I understand that once I cancel the housing application the Room Reservation Fee will be forfeited according to the cancellation Schedule above.

__________________________________________
Student Signature

__________________________________________
Date

For Office Use
Coordinator of
Occupancy Management
and Assignment
Staff Initials_______
Date ________