

Southeast Missouri State University Office of Residence Life

Contract Cancellation Form

Student Information – Please Print Clearly

Last Name: _____ First Name: _____ Southeast ID: S0 _____

Southeast Email: _____ Cell/Home Phone: (____) _____

Home/Forwarding Address

Campus Address

Street Address: _____ City/State/Zip Code: _____ Res Hall/Room: _____

Cancellation Request Information

Requesting cancellation of the following (check all that apply):

Contract for University Housing *Private Room Agreement* *Meals only contract*

Cancellation for Semester/Term (check all that apply): *Academic Year* *Fall* *Spring* *Summer*

Reason for Cancellation Request and Charges (see back for details on required documentation)

Check ONLY One	Request Reason	Prior to Residence Hall move in	Prior to third Friday of classes	After third Friday of classes
	December Graduation	No Charge	No charge	No charge
	Greek Village (Must meet eligibility requirements)	No Charge	No Charge	No Charge
	Study Abroad, Student Teaching, Internship	No Charge	No Charge	No Charge
	Military Commitment - <i>See back</i>	No Charge	No Charge	No Charge
	Meals Only Contract	\$25	\$25 + pro-rated charges*	\$25 + no refund**
	Marriage / Dependent Child care - <i>See back</i>	\$150	\$150 + pro-rated charges*	\$150 + no refund**
	Greek Housing Chapter Officer (Required live-in)	\$150	\$150 + pro-rate charges*	\$150 + no refund**
	Medical - <i>See back</i>	\$150	\$150 + pro-rated charges	\$150 + no refund**
	TPS (Temporary Protected Status) <i>See back</i>	\$150	\$150 + pro-rated charges	\$150 + no refund**
	<input type="checkbox"/> Withdrawal <input type="checkbox"/> Transfer <input type="checkbox"/> Academic or Administrative Suspension	\$150	\$150 + pro-rate charges*	\$150 + no refund**
	Residency Requirement Exemption, <i>See back</i>	\$750 Buyot charge	\$750 + pro-rate charges*	\$750 Buyout + no refund**

*Pro-rated charges (room and meal) apply to students who move out prior to the third Friday of classes. After the third Friday, students are responsible for the full semester/term charges. **Full charges (room and meal) apply to residents who move out after the third Friday of the semester. Student moving out at the end of the Fall semester do not incur additional room or meal charges for the spring semester.

Statement of Agreement

1. I understand this is a petition for termination of a legally binding contract. Termination is subject to approval by the Office of Residence Life. If this petition is denied, I will be obligated to live on campus or to pay the full amount of charges under the terms set forth in the *Contract for University Housing*. **Be advised that you should not make off-campus arrangements until you have received WRITTEN notice of approval.**
2. I understand that if approved for contract termination, I will incur the cancellation and administrative fees as outlined above.

Student Signature: _____

Date: _____

