



INDIANA UNIVERSITY
SOUTH BEND

2023~2024 Request for Cancellation of Housing and Residence Life Contract

Section 1: STUDENT INFORMATION

Name of Resident: _____ IUSB ID #: _____

Building Name: _____ Apartment & Room #: _____ Cell Phone: _____

Section 2: REASON FOR CONTRACT CANCELLATION

___ Moving Off Campus ___ Withdrawing ___ Not Attending IUSB next semester
___ Financial or Medical Reasons ___ Moving Home ___ Graduating
___ Transferring to another College/University – Name of College/University: _____
___ Other (please explain: if additional space is needed attach explanation): _____

Section 3: TYPE OF CANCELLATION

Select One	Cancellation Type	Prepayment Refund	Housing Fee Responsible For	Cancellation Fee
	Cancellation received before May 1 for fall semester or before October 1 for spring semester only contracts	\$50 refund	\$0	\$0
	Cancellation received May 2 – August 1 for fall semester	\$0	\$0	\$0
	Cancellation received after August 1 for a fall semester or after January 1 for spring-only contract and before the first day of classes	\$0	\$0	\$500
	Cancels within first week of classes and voluntarily withdrawals from the university, Full Academic Year Contract fall semester and Spring-Only Contract spring semester	\$0	\$0	\$500
	Cancels within second week of classes and voluntarily withdrawals from the university, Full Academic Year Contract fall semester and Spring-Only Contract spring semester	\$0	25% of semester fee	\$500
	Cancels within third week of classes and voluntarily withdrawals from the university, Full Academic Year Contract fall semester and Spring-Only Contract spring semester	\$0	50% of semester fee	\$500
	Cancels within fourth week of classes and voluntarily withdrawals from the university, Full Academic Year Contract fall semester and Spring-Only Contract spring semester	\$0	75% of semester fee	\$500
	Cancels after first 4 weeks of classes and voluntarily withdrawals from the university, Full Academic Year Contract fall semester and Spring-Only Contract spring semester	\$0	100% of semester fee	\$500
	Lives on campus during fall semester, but is approved to move out of housing due to graduation, spring internship, etc.	\$0	\$0	\$0
	Lives on campus during fall semester, but withdraws from University for spring semester	\$0	\$0	\$500
	Lives on campus fall semester, but moves off campus and is enrolled for spring semester. Reason does not qualify for cancellation.	\$0	100% of spring semester fee	\$0

Section 4: SIGNATURE

I understand that, by signing this form, I am cancelling my housing contract with the Office of Residence Life and Housing at Indiana University South Bend and am financially responsible for any contract breakage fees, damages charges, remaining contract balances and other fees according to the terms and conditions of the housing application and contract. I also understand that if I wish to be considered for campus housing at a future date, I must reapply and resubmit an application and prepayment at that time.

Student Signature: _____

Date: _____



INDIANA UNIVERSITY
SOUTH BEND

Your signed Housing and Residence Life Application & Contract is a financially and legally binding agreement with the University. You may request to break your contract for the following reasons:

1. You are academically suspended/dismissed AND you notify the Office of Housing and Residence Life within ten (10) business days of the date indicated on your notice of suspension/dismissal. (A copy of supporting documentation **MUST BE PROVIDED** for a contract breakage request related to an academic suspension/dismissal).
2. You are withdrawing or transferring from the university. (A copy of supporting documentation **MUST BE PROVIDED** for a contract breakage request related to withdrawing or transferring from the university).
3. You participate in an approved IU South Bend sponsored off-campus program, such as student teaching or overseas study that *requires* you to be housed off the IU South Bend campus. (A copy of supporting documentation **MUST BE PROVIDED** with this request. This could include things such as a letter from a program director or appropriate school on letterhead detailing your participation in the desired program).
4. You provide medical documentation of a serious medical problem or impending surgical procedure that makes it *impossible* for you to remain in campus housing.
5. You graduate before the end of the contract period.
6. You are called to active military duty. (You **MUST** provide a copy of your military orders and military ID card).
7. Your student visa is revoked. (You **MUST** provide a copy of a letter from a government official on appropriate letterhead detailing visa revocation).
8. You experience a change in personal finances that was unforeseen, and you took steps to prevent and remedy the issue(s). (A copy of supporting documentation **MUST BE PROVIDED** with this request). Examples of documentation: a special circumstances appeal with the Office of Financial Aid showing you were denied additional aid, and you believe you cannot rectify the situation in any reasonable manner, financial statements showing loss of main income of yourself or others that contribute to the funding of your academic education, etc.

If you meet one of the criteria above and wish to request to cancel your contract, you must obtain and complete the Request for Cancellation of Housing form. Forms are available from the Housing and Residence Life Office in the Community Building. When completing this form, you should include a description of the reasons for making the contract breakage request and enumerate steps you have taken to improve your situation in order to meet contractual obligations. The Request for Cancellation of Housing and Residence Life Contract form also allows you to request to have the cancellation fee waived as well.

The Request for Cancellation of Housing Contract form and supporting documentation must be submitted together and received by the Office of Housing and Residence Life. You, as the contracted resident, must inform the Office of Housing and Residence Life of your request to break your housing contract. In cases of military duty, a legal designee may act on your behalf should you be called to active duty within the 30 day notification period.

Should you choose to depart for any reason not listed above, you will be held to the terms of your contract in its entirety, including, but not limited to, applicable penalties and cancellation costs.

***Possible fees:**

- Possible forfeiture of entire/partial \$200 prepayment (This fee can be combined with any others listed below)
- \$500 contract cancellation fee (This fee can be combined with any others listed below)
- Approved contract cancellations within the first week of the academic year may result in a 100% return of housing charges.
- Approved contract cancellations within the second week of the academic year may result in a 75% refund of housing charges.
- Approved contract cancellations within the third week of the academic year may result in a 50% refund of housing charges.
- Approved contract cancellations within the fourth week of the academic year may result in a 25% of housing charges.
- Approved cancellations after the fourth week of the academic year will result in NO refund of Housing charges.

By initialing this form I have indicated that I have read and understood this section: _____

For Office Use Only:

Approved: _____ Denied: _____ Contract and Cancellation Fee \$500: (Y/N) _____ Total fee charged: _____

Resident Check-Out Date: _____ Notified Director/Asst. Dir. _____ Date: _____