



**RESIDENCE LIFE  
NOTIFICATION OF CANCELLATION**

<b>Name:</b>	<b>ID Number:</b>	<b>Date:</b>
<b>Birth Date:</b> <b>Age:</b>	<b>Building:</b> <b>Room #:</b>	<b>House:</b>
<b>Email Address:</b>	<b>Cell Phone:</b>	<b>Campus Box:</b>

**Reason for termination of contract (check one):**

- I have been approved to live off campus by the Residence Life Office
- I am 23+ years of age, married, or have a legal dependent living with me; and have been approved as an exemption to the On Campus Living Policy
- I have been approved as a Local Vicinity Exception and will be living at home with my family
- I will be student teaching
- I am graduating

**I understand that (please check):**

- Housing contracts signed for the fall are valid for the fall and spring semesters.
- Students graduating or terminating their enrollment by action of the university will be automatically excused from the restrictions of the contract.

**My last day in the residence halls will be:** \_\_\_\_\_

**My off campus address will be:** \_\_\_\_\_

I know that it will be necessary to check out of my room with either my House President, Assistant to the Hall Director or my Residence Hall Director when all my belongings are out of the room. Failure to do so will result in a \$50.00 fine.

Student's Signature \_\_\_\_\_

**You will be notified via email when your notification form has been processed.**

<p>For Office Use Only</p> <p>Date Processed: _____</p> <p>Residence Life Director Signature: _____</p>
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