



## Housing Contract Cancellation Form Academic Year 2012-2013

Read and complete all sections of this form in order to cancel your housing contract. If you do not complete all sections, your housing cancellation will not be processed.

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### **SECTION 1**

Name (Last Name, First Name): \_\_\_\_\_

CWID (Student ID): \_\_\_\_\_

Permanent Street Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Residence Hall and Room Number (if applicable): \_\_\_\_\_

Reason for leaving on-campus housing select one:

☐ Study Abroad

☐ Medical

☐ Graduation

☐ No housing available

☐ Leaving USF (WD/LOA)

☐ Student Conduct Sanction

☐ Financial

☐ Other (please specify : \_\_\_\_\_)

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### **SECTION 2:**

#### **Residency Requirement**

All new undergraduate students admitted in Fall with 40 or fewer transfer credits will be required to live on campus for their first two semesters of enrollment at USF.

Select one option below:

☐ I am **REQUIRED** to live on campus for Academic Year 2012-2013.

Complete and submit the Housing Contract Cancellation SUPPLEMENTAL FORM. The Housing Contract Cancellation SUPPLEMENTAL FORM can be found online at [http://www.usfca.edu/housing/service\\_requests/](http://www.usfca.edu/housing/service_requests/), at SHaRE, or at your Residence Hall Front Desk.

☐ I am **NOT REQUIRED** to live on campus for Academic Year 2012-2013.

SHaRE  
2130 Fulton St.  
San Francisco, CA 94117  
Phone: 415.422.6824  
[www.usfca.edu/housing](http://www.usfca.edu/housing)



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### **SECTION 3:**

Select one option below:

☐ **YES, I have checked into my on-campus housing assignment.**

Complete Option 1 **OR** Option 2 below:

*Option 1: Check out with a Resident Advisor*

- I. Schedule an appointment with your Resident Advisor, **at least 24 hours in advance**. Your Resident Advisor (RA) needs to come into your room and make an inspection (check for damages). This inspection is referred to as a Room Inventory.
- II. Move all of your belongings out of your room, prior to your appointment with your RA.
- III. Once the RA has completed the inspection, you must sign the Room Inventory Form (RIF). The RIF will document any damages to the room and you are responsible for the charges assessed.
- IV. Visit the Front Desk of your building after signing the RIF. Your One card will be decoded and access for your room and building will be removed.

*Option 2: Express Check-Out*

If you cannot schedule an appointment with your RA, you can give permission to have the check out process completed in your absence.

I understand that by selecting Express Check-Out, I am responsible and financially accountable for all damages incurred in my room assignment for the academic year and forfeit my ability to appeal any damage correctly assessed by SHaRE

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

☐ **NO, I have not checked into my on-campus housing assignment.**

☐ **I DO NOT have an on-campus housing assignment.**



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### **SECTION 4:**

By signing below, I acknowledge that I wish to break my housing contract and I am aware of the contract cancellation charges. The charges include a \$1000 Contract Cancellation Fee in addition to any applicable charges for room use, meal plan use, room damage, and cleaning fees. (Please note Financial Aid funds are not able to be use for payment of the cancellation fee)

If I do not have a room assignment, am moving out because I have graduated or are leaving to study abroad I will not be charged the \$1000 Contract Cancellation Fee.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

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**\*Please note if may take up to two (2) weeks to receive a written responds to your request.. Submitting reviewable documentation does not mean your petition will be approved. Committing to off-campus housing prior to petition approval is at your own financial risk. If your contract cancellation request is approved:**

-You will be sent a written response indicating the effective date of your cancellation and deadline to move out of on-campus housing.

-Your cancellation will be effective following the written email. The effective date of your contract cancellation is non-negotiable and cannot be extended.

-It may take up to 10 business days for your accounts to be change/refunds.

Please note that cancellation charges should be paid quickly. Students with unpaid account balances will receive a Financial HOLD at the One Stop Office.

#### **For office use only**

ORL Staff Signature:	Date:
ORL Staff Name Printed:	Date:
Assignments Coordinator Processing Confirmation:	Date:

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