Housing Cancellation Form

The housing cancellation policy (including a list of cancellation fees) is available at http://barnard.edu/reslife/cancellations. **Note:** Students who submit a “Notice of Study Leave” to go to an approved Study Abroad program do not need to fill out this form (any upcoming housing assignments will be cancelled automatically).

<table>
<thead>
<tr>
<th>Name</th>
<th>Student ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building &amp; Room #</td>
<td>Type</td>
</tr>
<tr>
<td>Barnard Email Address</td>
<td>Class Year</td>
</tr>
<tr>
<td>Cancelling Housing for</td>
<td>Year</td>
</tr>
<tr>
<td>Reason for Cancelling Housing</td>
<td></td>
</tr>
<tr>
<td>Do you plan to reapply for on-campus housing in the future?</td>
<td>Yes</td>
</tr>
<tr>
<td>Mid-semester only: When are you planning to vacate your room?</td>
<td>(date &amp; time, see below)</td>
</tr>
</tbody>
</table>

**By submitting this request to cancel my housing, I fully understand that:**

- If cancelling during a semester, College policy outlines that must move out of campus housing within 48 hours after the cancellation of my housing contract and/or withdrawing from the College.
- If cancelling my housing for the Spring semester, I understand that I must vacate before the end of the Fall semester. I may not leave any belongings on campus over Winter Break.
- It is my responsibility to inform my roommate(s) and/or suitemate(s), if applicable, of my housing cancellation.
- Cancelling academic year housing while still enrolled as a student will affect my financial aid package and will result in my being switched from a “residential” to “commuter budget” (a potential decrease of up to $12,500 in aid). I am strongly encouraged to make an appointment with the Financial Aid office to discuss my package before submitting this form.
- Cancelling my academic year housing renders me ineligible to participate in the Room Selection process in order to have a guarantee of on-campus housing. If I apply for campus housing, I will be part of the Non-Guaranteed Wait List. I understand that students on the non-Guaranteed Wait List are prioritized for assignment based on category & distance.
- If submitting this form after a cancellation deadline, I will be subject to any and all cancellation fees and/or forfeiture or proration of academic year or summer housing costs as outlined in the Housing Contract and/or College policies.

**Written Signature**  
**Date**

**OFFICE USE ONLY**

**Cancellation Penalty / Fees**
- Forfeiture of Semester Rent
- Cancellation Fee:
- Other:

**Processing Steps**
- Added to Cancellation Tracking Spreadsheet
- Updated on Housing Roster
- Updated in Colleague:  
- Cancel  
- Terminate as of _________  
- N/A

**Processed by**  
**Date**

**Distribute to:**  
- Financial Aid  
- Bursar  
- Dean of Studies

*Form revised 1/16/2017*