Housing Cancellation Form

The housing cancellation policy (including a list of cancellation fees) is available at [http://barnard.edu/reslife/cancellations.](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>UNI</td>
<td>Class Year</td>
</tr>
</tbody>
</table>

Cancelling Housing for Year [ ] Fall [ ] Spring [ ] Summer

Reason for Cancelling Housing [ ] Moving Off-Campus [ ] Graduating Mid-Year [ ] Leave of Absence or Withdrawal

[ ] Other (specify):

Do you plan to reapply for on-campus housing in the future? [ ] Yes [ ] No [ ] Unsure

Mid-semester only: When are you planning to vacate your room? (date & time, see below)

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

- If cancelling while already living in campus housing, College policy requires that I must move out of my space within 48 hours after the cancellation of my housing contract and/or withdrawal from the College.
- I will complete a check-out envelope and turn my key(s) in to my residence hall’s front desk upon leaving.
- 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 suitemates(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 being switched from a “residential” to “commuter” budget (a potential decrease of $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 academic year housing renders me ineligible to participate in Room Selection in order to have a guarantee of campus housing. If I apply for 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 from campus of their permanent home address.
- If submitting this form after a cancellation deadline, I will be subject to 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 [ ] Updated on Housing Roster [ ] Updated in StarRez:

[ ] Cancel [ ] Terminate as of [ ] N/A

Processed by [ ] Date [ ]

Distribute to: [ ] Financial Aid [ ] Bursar [ ] Dean of Studies

Form revised 1/22/2018