



## Academic Year Housing Contract Cancellation Policy

Full contract terms can be found in the Housing Contract.

### **8. CANCELLATION POLICY:**

**a. Cancellations received before June 1:** No cancellation penalty.

**b. Cancellations received between June 1 and August 1:** A \$300 cancellation penalty will be applied.

**c. Cancellations received after August 1 but before date of assigned move in:** A \$500 cancellation penalty will be applied.

**d. Cancellations received after on or after assigned move in day, but before the end of the spring semester from students who remain enrolled at LSUE:**

i. If you move out without resigning from LSUE, you are responsible for the full cost of your assigned room for the fall and spring semesters.

ii. If you did not live in LSUE housing for the fall semester and properly cancel your housing contract before classes begin for the spring, your charges will be removed and you will be charged a \$500 cancellation fee.

**e. Students who graduate after the fall semester, before the spring semester:** If you lived on campus during the fall semester but are graduating before the spring, the contract may be cancelled with no penalty. You must properly cancel your housing contract before the final date of the fall semester.

**f. Cancellations received on or after assigned move in day for the fall semester but before the end of the spring semester for students who withdraw from LSUE:**

i. If you withdraw from LSUE before or during the 8th week of classes, you must contact University Housing to schedule a checkout inspection. Rent will be prorated to the date of move out and you are responsible for 25 percent of the remaining rent for your room for the current semester. Spring charges will be removed.

ii. If you withdraw from LSUE after the 8th week of classes, you are responsible for the full cost of housing for the semester, and you will be charged an additional \$500 cancellation fee. Students are responsible for contacting University Housing and scheduling a checkout inspection to avoid additional penalties.

**g. Failure to cancel or claim room by 11:59pm on the first day of classes of the fall or spring term:**

i. Students not enrolled at LSUE: You will be charged 25 percent of the rent for your assigned space for the fall semester.

ii. Students enrolled at LSUE: You will be charged a \$1,000.00 cancellation fee.

**h. Convenience of University:** If you are required to move out of the residence halls for the convenience of the university, you will be refunded all of the remaining rent for the current semester and shall not be charged rent for any future term so long as you do not live in the residence halls in accordance with 11.b.

**i. Cancellations due to disciplinary action:** If you are required to move out of LSUE housing as a result of disciplinary action, your charges will be calculated as in accordance with 8.c., 8.d., and 8.f.

## Housing Contract Cancellation Request Form

Any resident who has signed a Housing Contract with Louisiana State University Eunice (hereafter, “LSUE”), must complete and submit this form in writing to the Office of University Housing, located within the Bengal Village community building, to request to cancel their Housing Contract.

Cancellations are subject to university approval and the terms of the Housing Contract. Forms submitted without required documentation will be automatically denied.

**The following documents must be attached to this form when submitted:**

- A typed letter explaining in detail why you are requesting cancellation of the Housing Contract; and
- Verifiable third party documentation that can corroborate, validate, and/or support your reason(s) for requesting cancellation;
- Acceptance letter into new institution (only for students transferring to a new institution);
- Copy of graduation application or documentation from Registrar or academic advisor (only for fall semester graduates).

**SECTION 1: General Information**

Last Name	First Name	MI	Student ID#
Room Number	Contact Phone Number	Email Address	
Home Address	City	State	Zip

**For which term are you applying to cancel?**

Academic Year       Summer       Spring Only

**Reason for Requesting to Cancel Housing Contract:**

- Graduation at end of \_\_\_\_\_ semester with Associates Degree in \_\_\_\_\_
- Withdrawing from LSUE
- Transferring from LSUE to \_\_\_\_\_
- Student conduct sanction
- Military/National Guard call-up
- Medical reasons
- Birth of child
- Academically ineligible to remain enrolled
- Other (please explain in detail in letter)

**Are you still enrolled at LSUE for the current semester (at time of application)?**

Yes, I am enrolled in \_\_\_\_\_ hours  No

**Are you enrolled at LSUE for the upcoming semester?**

Yes, I am enrolled in \_\_\_\_\_ hours  
 No

**Are you currently living in on-campus housing?**

No, I have not moved in yet  
 No, I have moved out already  
 Yes

**SECTION 2: Acknowledgement of Cancellation Fees/Charges**

If your request to cancel your housing contract is **DENIED**, you are responsible for 100% of the room and meal charges for the remainder of the contract term. If your request to cancel your housing contract is **APPROVED**, the terms regarding cancellation are contained within your signed Housing Contract apply, and they are listed on the first page of this document:

By signing below, I acknowledge that I wish to cancel my housing contract, and I am aware of the contract cancellation charges outlined in the Housing Contract. I understand the charges described in my Housing Contract will be applied to my student account and that I am responsible for payment of those charges.

\_\_\_\_\_  
Student's Printed Name

\_\_\_\_\_  
Date

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

**FOR OFFICE USE ONLY**

**DECISION:**  Approved  Denied

**Application Status:**  Renewal  New Student  Wait List

**APPLICABLE CANCELLATION SECTION:** \_\_\_\_\_

**OTHER JUSTIFICATION/Notes (if applicable):** \_\_\_\_\_

**CHARGE AMOUNT:** \_\_\_\_\_

**DATE OF MEAL PRORATION:** \_\_\_\_\_

**DIRECTOR SIGNATURE:** \_\_\_\_\_

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