



## Academic Year Housing Contract Cancellation Policy

### 6. CANCELLATION POLICY:

- a. **Three Day Grace Period.** If a request to cancel is received within three (3) business days of the date the contract is signed, the contract will be cancelled without penalty.
- b. **Cancellations Prior to June 1.** No penalty. \$150 application fee is refunded for new applicants.
- c. **Cancellations After June 1 and on or Prior to July 1.** An additional cancellation fee of \$150 is charged.
- d. **Cancellations After July 1 and on or Prior to August 1.** An additional cancellation fee of \$300 is charged.
- e. **Cancellations After August 1 and Prior to Assigned Move In.** Charged 25% of the Fall rent of the lowest priced room offered for the Fall term.
- f. **Cancellations Due to No Show for Fall Semester**
  - i. **No Show, Not Enrolled.** If you do not check in to your housing assignment prior to the first day of classes (no show) and do not register for classes at LSUE, you are responsible for 25 percent of the rent for your assigned space for the Fall semester.
  - ii. **No Show, Enrolled.** If you do not check in to your housing assignment prior to the first day of classes (no show) and do not resign from LSUE, you are responsible for 75 percent of the remaining Fall rent for the lowest priced room offered.
- g. **Cancellation for Enrolled Students During the Academic Year.** Enrolled students will be charged in full for the Academic Year for cancellation of the housing contract.
- h. **Cancellations for Non Enrolled Students During the Fall Semester**
  - i. **Before and During the 8th Week of Class.** If you resign or drop your classes during or prior to the 8th week of the Fall semester, your 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 Fall semester. Spring charges will be removed.
  - ii. **After the 8th Week of Class.** If you resign or drop your classes after the 8th week of the Fall semester, you are responsible for full housing charges for the Fall semester, and you will be charged an additional \$200 contract cancellation fee.
- i. **Cancellations Before the Spring Semester, Before the Final Day of Fall Semester**
  - i. **New residents.** If you did not live on campus for the Fall semester and cancel a housing contract prior to the last day of the fall semester, your Spring housing charges will be removed and you will be charged a \$500 cancellation fee.
  - ii. **Continuing residents.** If you are a continuing resident in an Academic Year contract but do not enroll or drop your classes prior to the first day of class for the Spring semester, you will be charged a \$500 cancellation fee.
  - iii. **Graduating students.** If you are a continuing resident in an Academic Year contract but graduated at the end of the Fall semester and before the Spring semester then the contract may be cancelled with no penalty.
- j. **Cancellations Before the Spring Semester, Prior to Assigned Move In**
  - i. **No Show, Not Enrolled.** If you do not check in to your housing assignment prior to the first day of classes (no show) and do not register for classes at LSUE, you are responsible for 25 percent of the rent for your assigned space for the Spring semester.
  - ii. **No Show, Enrolled.** If you do not check in to your housing assignment prior to the first day of classes (no show) and do not resign from LSUE, you are responsible for 75 percent of the remaining Spring rent for the lowest priced room offered.

**k. Cancellations for Non Enrolled Students During the Spring Semester**

i. **Before and During the 8th Week of Class.** If you resign or drop your classes during or prior to the 8th week of the Spring semester, your 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 Spring semester.

ii. **After the 8th Week of Class.** If you resign or drop your classes after the 8th week of the Spring semester, you are responsible for full housing charges for the Spring semester.

**l. Student Conduct Contract Termination.** If you are required to move out of the residence halls as a result of disciplinary action, your charges will be calculated as in 6.e., 6.f., or 6.k. as applicable based on their enrollment status.

m. **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.



## 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.

The following documents should be attached to this form when submitted:

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

### 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

**APPLICABLE CANCELLATION SECTION:**

- 6.a. 3-Day Grace Period  6.b. Prior to June 1  6.c. After June 1, Before July 1  
 6.d. After July 1, Before August 1  6.e. After August 1, Before first day of class  
 6.f.i. No Show, Not Enrolled  6.f.ii. No Show, Enrolled  6.g. Still Enrolled  
 6.h.i. Not Enrolled During Fall, Before 8<sup>th</sup> Week  6.h.ii. Not Enrolled During Fall, After 8<sup>th</sup> Week  
 6.i. Cancellation Spring -Winter Break  
 6.j.i. No Show, Not Enrolled, Spring, New student  6.j.ii. No Show, Enrolled, Spring, New student  
 6.k.i. Cancellation, Not Enrolled, Before 8<sup>th</sup> week  6.k.ii Cancellation, Not Enrolled, After 8<sup>th</sup> week

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

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

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

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

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