

Old Dominion UNIVERSITY

OFFICE OF STUDENT HOUSING
4601 Elkhorn Avenue, Suite 1208
Norfolk, Virginia 23508
757-683-4283 OR 1-800-766-0833
FAX: 757-683-4863

Cancellation of the Student Housing Agreement*

[* **DO NOT** use this form if you have already checked in to a residence hall.
Please go to your front desk to obtain a withdrawal packet.]

I have read Section 7 of the Student Housing Agreement and understand how it applies to my cancellation.

Print Name _____ Date _____

Student's Signature _____

UIN _____ Phone # _____

2008-2009 Building/Room _____

Please check by the contract period you wish to cancel.

_____ Summer 2008 _____ Fall/Spring 2008-09 _____ Spring 2009

Section 7 of the Student Housing Agreement

7. APPEALS, CANCELLATIONS, WITHDRAWALS AND REFUNDS: Enrolled students will be responsible for the full cost of room rent for the agreement period. **Cancellations of this agreement with full refund of the \$150 prepayment of spring rent will be accepted until May 1, 2008 for the fall 2008 semester; and November 1, 2008 (students moving into housing for the spring only) for the spring 2009 semester.** Students deciding not to attend the university after these dates will forfeit the \$150 prepayment but will be relieved of their contractual obligations if notification is received in writing. Students withdrawing from the university after the first 10 class days will be held liable for the prorated cost of room rent based upon the date that they move out of campus housing. This amount may be billed to the student independent of any university prorated refund. There will be no refund made in the case of a student's being suspended from the university or removed from the residence halls for disciplinary reasons. Students may be released from their contractual obligations for on-campus housing without forfeiture of the spring semester charges in the following cases only:

- a. Withdrawal or graduation from the university
- b. Marriage (proof required)
- c. Transfer to another university (proof required)
- d. Participation in an approved exchange program
- e. Student teaching outside of commuting distance
- f. An involuntary call-up for military service
- g. Co-op, internship or similar approved programs outside of commuting distance

Requests to be released from spring-term obligations under one of the above listed areas must be made in writing to the Office of Student Housing prior to November 1, 2008 to avoid forfeiting the \$150 prepayment of rent. Students wishing to commute from home must complete and submit a Commuter Form (available at www.odu.edu/housing or from the Office of Student Housing) prior to August 1, 2008, for the fall 2008 semester, and November 1, 2008, for the spring 2009 semester to avoid forfeiting the \$150 prepayment of rent. If a student is approved to commute from home, the student will be released from this Agreement provided that the student continues to follow the commuter policy through the end of the spring 2009 semester.

Date Received: _____

Received By: _____