

Old Dominion UNIVERSITY

OFFICE OF HOUSING & RESIDENCE LIFE

4603 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 and submit a Housing Agreement Release Petition.]

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 # _____

2009-2010 Building/Room _____

Please check by the contract period you wish to cancel.

_____ Summer 2009 _____ Fall/Spring 2009-10 _____ Spring 2010

Section 7 of the Student Housing Agreement

7. CANCELLATIONS, WITHDRAWALS AND REFUNDS: Enrolled students will be responsible for the full cost of room rent for the entire agreement period. **Cancellations of this agreement by May 1, 2009 will receive a refund of \$200 minus the \$50 non-refundable application fee, only if completed by May 1, 2009. Deadline for RETURNING STUDENTS is May 1, 2009. Deadline for NEW STUDENTS for the Fall 2009 semester is May 1, 2009; and November 1, 2009 for NEW STUDENTS (students moving into housing for the spring only) for the Spring 2010 semester.** Students deciding not to attend the university after these dates will forfeit the entire \$250 prepayment but will be relieved of their contractual obligations **if notification is received in writing**. Students choosing to withdraw from Old Dominion University after their agreement period begins will be responsible for paying the prorated cost of room rent based upon the date that they move out of campus housing (room is clean, keys are checked-in). 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 spring semester housing but will forfeit their \$250 application fee only in the following cases only:

- Withdrawal from the University (verified by Registrar's Office)
- Student teaching outside of commuting distance (verified by academic office)
- Graduation from the university (must be on the graduation list)
- An involuntary call-up for military service (orders provided)
- Marriage (proof required)
- University approved Co-op, internship or similar approved programs (verified by University office)
- Transfer to another university (proof required)
- Participation in an approved exchange program (verified by program official).

Requests to be released from spring-term obligations under one of the above listed areas must be made in writing to the Office of Housing and Residence Life *prior* to **November 1, 2009** to avoid forfeiting the remaining \$200 of application fee minus the \$50 non-refundable processing fee. Students must complete a "Petition for Release" form and provide the indicated documentation for verification.

Date Received: _____

Received By: _____