Residence Life, Housing & Event Services

Housing Cancellation Request

REGIS UNIVERSITY

The Regis University Housing Contract is a legally binding document. When you sign the Contract, you agreed to fulfill its terms and conditions for a full academic year in housing. A request for cancellation of the Housing Contract does not guarantee a release. Each Housing Cancellation will be reviewed by the Office of Residence Life and may be sent to the Housing Appeals and Exemption Committee (outside of Residence Life) to be reviewed. Students who are granted cancellation of their 2012-2013 Academic Year Housing Contract will be held to the Housing Refund Chart and have the appropriate charges assessed to their student account.

Name:_____ **Student ID:**_____

Current Hall and Room Number:_____

Telephone:_____ **Email:** _____

Desired Check-Out: ☐ Immediately ☐ End of Current Semester ☐ Other:_____

Current Classification: ☐ First-Year ☐ Sophomore ☐ Junior ☐ Senior ☐ Graduate

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A statement letter is required with all reasons for cancellation. On a separate sheet of paper please state your exact reason(s) for requesting for release from your contract. It is important that you be clear, concise, factual, and thorough in your written comments. *Please see below reasons for other documentation that may be required, requests will only be considered when all proper documentation is supplied.*

Reason(s) for Cancellation:

☐ **Graduation/Exchange Student/Study Abroad**
For students graduating from Regis University, an exchange student completing one semester of study and returning home, or a student going abroad must complete this form to be released from the Housing Contract.

☐ **Total University Withdrawal/Transferring**
For students withdrawing from the University or transferring to another institution must complete this form to be released from the Housing Contract. If a student then registers for classes during the terms of the Contract, they are still held to the Contract

☐ **Medical Reasons**
If you have a disability or a medical condition that requires you to have special accommodations such as a single room, please submit both your written request and documentation written by a qualified impartial professional (including a diagnosis, list of medications for the condition, symptoms, and a rationale for not living on campus) by the request date of each year to the Office of Disability Services (ODS) (303-458-4941; disability@regis.edu). DO NOT submit documentation to Residence Life!

Financial Duress
A financial burden which would normally require you to leave Regis University if not allowed to move off campus. A Financial Aid letter and proof of a substantial change in your finances are required to show financial burden. The Office of Residence Life will also inquire with Financial Aid as to your Estimated Financial Contribution per your FAFSA application.

☐ **Residency Requirement Exemption**
First-year and sophomore students: Please remember you are held to the Residency Requirement per the Regis University Student Handbook (pg. 58) at www.regis.edu/studenthandbook, therefore you must also fill out a Residency Requirement Exemption Form and be approved for an exemption.

☐ **Other** (please specify):_____
Schedule a meeting with Amber Vazquez in the Office of Residence Life, (303)458-4991, to discuss your reason and any documentation that may be required.

By signing below, I acknowledge that the information provided above and the enclosed documentation is correct. I acknowledge that I understand the request for this exemption is not permission to live off campus. I must receive an answer back on this form before that permission is granted. ***I understand that if I enter into a contract for another property before receiving this decision, it will be at my own risk. University administrators will not take contracts for other properties into consideration in their decision.*** I further understand that if approved for cancellation, I will be held to the housing charges as published in the Housing Refund Chart.

_____

Student Signature Date

FOR THE OFFICE OF RESIDENCE LIFE USE ONLY

☐ Approved ☐ Denied Initials: _____ Date: _____ Student Notified Date: _____