Please review the Housing Contract Terms and Conditions, [http://housing.iastate.edu/data/forms](http://housing.iastate.edu/data/forms), for deadline, penalty and documentation information.

### Student Information - Please Print Clearly

<table>
<thead>
<tr>
<th>Last Name:</th>
<th>First Name:</th>
<th>ISU ID#:</th>
</tr>
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<tbody>
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</table>

### 2013-2014 On-Campus Assignment:

<table>
<thead>
<tr>
<th>Hall/Bldg.:</th>
<th>House:</th>
<th>Room/Apt. #:</th>
</tr>
</thead>
<tbody>
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</table>

### Cancellation Information

**Cancellation Terms:** For what semester(s) are you cancelling (check all that apply)?
- [ ] Fall 2013
- [ ] Spring 2014
- [ ] Summer 2014

**Check-Out Date** – If you have received keys for your assignment, please indicate the date you plan to check-out:

Failure to properly check-out will result in a $50 improper check-out fee. A proper check-out includes:
- Removing all possessions from and thoroughly cleaning the room.
- Meeting the CA for room inspection. If your CA is not available, you can contact the Hall Desk for assistance.
- Completing the Check-out section and signing and dating the Room Inventory and Condition Card.
- Turning your keys in to the CA or Hall Desk. Failure to return keys as directed will result in a lock change / key replacement charges and continued accrual of daily housing and dining charges.

**Cancellation Reason:** Items marked with an ** require documentation / verification to be submitted to the DOR Administrative Services office.

- [ ] Academic Dismissal / Transfer / Withdrawal
- [ ] Graduation
- [ ] Off-Campus
- [ ] ** Greek Housing – organization: ____________________
- [ ] ** Medical
- [ ] ** Military
- [ ] ** Waiver (Co-op, Internship, Student Teaching, or Study Abroad). You must also complete the waiver form, available on the DOR web site.
- [ ] ** Other – Please explain. Add additional sheets as needed: ______________________________________

**Meal Plan Cancellation:**

If you have a meal plan, do you wish to cancel it at this time?
- [ ] No – I wish to keep my meal plan. I understand that if I decide to cancel later on, cancellation penalties will apply.
- [ ] Yes – I wish to cancel my meal plan. I understand that, unless I am leaving ISU, cancellation penalties will apply. (Your meal plan will be cancelled at the time you check-out.)

### Statement of Agreement

- By completing and signing this form, I am stating that I have read and understand the information on this form and in the 2013-2014 Housing Contract Terms and Conditions (Terms). I am aware that the Terms are available on the DOR Web site.
- I understand that my 2013-2014 Housing Contract is legally binding for the entire 2013-2014 academic year, both fall and spring semesters.
- I understand that any resident who submits written notification of contract cancellation on or before the following dates may do so without penalty.

**CANCELLATION AFTER THESE DATES WILL RESULT IN CANCELLATION PENALTIES** as outlined in the Terms.

- [ ] March 1, 2013 = for CONTINUING STUDENTS with a contract beginning the fall semester.
- [ ] May 1, 2013 = for NEWLY ADMITTED STUDENTS with a contract beginning the fall semester.
- [ ] November 1, 2013 = for ALL students with a contract BEGINNING the spring semester.
- Residents who submit a contract after the associated cancellation deadline has passed will have two weeks (fourteen days) following the receipt date of their contract to cancel without penalty.

- I understand that residents who fail to submit written notification of contract cancellation on or before the above Cancellation Deadlines will incur the following penalties:
  - [ ] **80% Penalty** – The resident will be required to make payment for 80% of the remaining value of the entire contract (both housing and dining).
  - **THIS COULD BE AS HIGH AS $9500 DEPENDING ON ASSIGNMENT AND MEAL PLAN.**
  - [ ] Unassigned residents will be charged $3132 (80% of the value of a Wallace-Wilson double room).
  - [ ] Forfeiture of Prepayment – New residents will also forfeit the $125 prepayment.
- I understand that I am responsible for the accuracy of the information provided on both this form and the contract waiver form. Inaccurate or false information may result in penalties including the 80% cancellation penalty, forfeiture of my prepayment, and additional rent charges.

**Student Signature:** __________________________  **Date:** __________________________