



RESPONSE REQUIRED BY JANUARY 3, 2024

There are no cancellation fees associated with the canceling of your housing contract. On December 21, 2023, University College notified our office that you have been academically dismissed from Illinois State University. However, as explained in your dismissal communication, you have the option to submit a petition for reinstatement. For information regarding your academic standing and the reinstatement process, contact University College at (309) 438-3217 or refer to the e-mail sent to you regarding your dismissal.

Academic dismissal will constitute a cancellation of your housing contract for spring 2024. Therefore, you MUST PRINT, COMPLETE, AND RETURN THIS LETTER to inform us if you would like our office to keep your housing contract active while you petition for reinstatement or if you want to cancel your contract at this time. For detailed cancellation deadlines and fees, please view the University Housing Services Terms and Conditions at the following link: <http://housing.illinoisstate.edu/contracts/cancellation>. If you are still residing in a University Housing space, please contact your area front desk when you are moving out to return your keys and check out of your space properly.

You must complete and return this letter to our office by January 3, 2024. Your signature is required. Please fax, mail, or attach via e-mail to University Housing Services, Attention: Assignments housing@IllinoisState.edu.

NAME: _____ UID#: _____ - _____ - _____

HOME ADDRESS: _____

CAMPUS ADDRESS: _____

STUDENT'S SIGNATURE: _____ DATE: _____

- I am submitting a petition for reinstatement.** DO NOT cancel my housing contract for 2023-2024 until the Reinstatement Committee decides at their January meeting. (The deadline to petition for reinstatement for spring 2024 is January 3, 2024. If you are denied reinstatement, your housing contract will be canceled, and you will not have a room for spring 2024. If you have not done so already, you must move out of your room by January 9 between the hours of 8 a.m. and 6 p.m., or you will be considered to have an improper check-out resulting in a core change as well as packing and storage fees. You will not be charged a cancellation charge for the cancellation. (If you are reinstated, your contract will remain active.)
- I am NOT submitting a petition for reinstatement.** Cancel my housing contract for spring 2024. (Since you are ineligible to attend the University, we will release you from your housing contract without a contract cancellation charge.) If you have not done so already, you must move out of your room on January 5 between the hours of 8 a.m. and 6 p.m.; otherwise, you will be considered to have an improper check-out resulting in a core change as well as packing and storage fees. There will be no cancellation charges associated with canceling your housing contract.

PLEASE NOTE: THIS LETTER MUST BE RETURNED TO UNIVERSITY HOUSING SERVICES VIA FAX, MAIL, OR ATTACHED VIA E-MAIL BY JANUARY 3, 2024. YOUR SIGNATURE IS REQUIRED.