University Housing Services Campus Box 2600



Normal, IL 61790-2600

Phone: (309) 438-8611

Fax: (309) 438-8866

**RESPONSE REQUIRED BY May 30, 2023**

On May 19, 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. There are no cancellation fees associated with the canceling of your housing contract.

Academic dismissal will constitute a cancellation of your housing contract for the 2023-2024 Academic Year. Therefore, you MUST 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.

You must complete and return this letter to our office by May 30, 2023. Your signature is required. Please fax, mail, or attach via e-mail to University Housing Services, Attention Academic Dismissal: Housing@IllinoisState.edu.

NAME:

UID#: - -

HOME ADDRESS:

UNIVERSITY HOUSING 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 makes a decision at their May meeting. (The deadline to petition for reinstatement for fall 2023 is May 30, 2023. If you are denied reinstatement, your housing contract will be cancelled, and you will not have a residence hall room for the 2023-2024 school year. If reinstatement is denied and you have not done so already, you must move out of your room by June 8 at 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, and cancellation deadlines and fees will apply as outlined at the following link: Housing.IllinoisState.edu/contracts/terms.)
* **I am NOT submitting a petition for reinstatement**. Cancel my Housing contract for 2023-2024. (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 by June 8 at 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 cancelation 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 MAY 30, 2023. YOUR SIGNATURE IS REQUIRED.**