



**RESPONSE REQUIRED BY May 28, 2019**

There are no cancellation fees associated with the canceling of your housing contract. On May 17, 2019 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 2019-2020. 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 properly return your keys and check out of your space.

You must complete and return this letter to our office by May 28, 2019. Your signature is required. Please fax, mail, or attach via e-mail to University Housing Services, Attention: Lauren Riordan leperad@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 2019-2020 until the Reinstatement Committee makes a decision at their May meeting. (The deadline to petition for reinstatement is May 24, 2019. If you are denied reinstatement, your housing contract will be cancelled and you will not have a room for 2019-2020. If you have not done so already, you must move out of your room June 1 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 2019-2020. (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 May 28 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 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 28, 2019. YOUR SIGNATURE IS REQUIRED.**