



RESPONSE REQUIRED BY JANUARY 2, 2025 AT 4:30 P.M.

There are no cancellation fees associated with the canceling of your housing contract. 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 email sent to you regarding your dismissal.

Academic dismissal will constitute a cancellation of your housing contract for the 2024-2025 academic year. 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. **There are no cancellation fees associated with the canceling of your housing contract.** If you still have belongings in a University Housing space, you must move out by January 4. Please call the Vrooman Front Desk at (309) 438-4519 to arrange a time to move out, return your keys, and check out of your space properly.

You must complete and return this letter to our office by January 2, 2025, at 4:30 p.m. Your signature is required. Please fax, mail, or attach via email 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 2024-2025 until the Reinstatement Committee makes a decision at their January meeting. (The deadline to petition for reinstatement for Spring 2025 is January 2, 2025, by 4:30 p.m.) If you are denied reinstatement and you have not done so already, you must move out of your room by January 7 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. Your housing contract will be canceled, and you will not have a room for Spring 2025. You will not be charged a cancellation fee. (If you are reinstated, your contract will remain active.)
- I am NOT submitting a petition for reinstatement.** Cancel my housing contract for Spring 2025. (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 January 4 at 6 p.m. Otherwise, you will be considered to have an improper check-out, resulting in a core change and 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 EMAIL BY JANUARY 2, 2025 AT 4:30 P.M.