

**ILLINOIS STATE UNIVERSITY HOUSING SERVICES**  
**Contract Cancellation Request – 2019-2020 Academic Year**

Campus Box 2600 Normal, IL 61790-2600 Phone: (309) 438-8611 Fax: (309) 438-8866 Housing@IllinoisState.edu
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Name (last name first – please print) \_\_\_\_\_ University ID Number \_\_\_\_\_

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Campus Address \_\_\_\_\_ Academic Year \_\_\_\_\_ Date \_\_\_\_\_

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Forwarding Address (street address, city, state, & zip) \_\_\_\_\_

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Student Signature \_\_\_\_\_ Contact Telephone Number \_\_\_\_\_

We are sorry to see you go! Please indicate the reason you are requesting to cancel your housing contract (Housing will verify information):

- I am withdrawing from Illinois State University.**  
Please see table below for applicable charges and deadlines.
- I am transferring from Illinois State University.**  
Please see table below for applicable charges and deadlines.
- I am participating in an internship, professional practice or study abroad (for University credit).**  
No cancellation charge.
- I have been out of high school for more than two years and will be living off-campus.**  
Please see table below for applicable charges and deadlines.
- I understand that the University On-Campus Housing Policy requires students to live in university housing their first two years out of high school. I am requesting an exemption to that policy and have attached supporting documentation.**  
Please note that submitting this form does not guarantee that your contract cancellation request will be approved. Your request will be reviewed and you will receive communication via e-mail within 10 business days. If your exemption request is granted, contract cancellation charges will be based on the date this form was received by University Housing Services.

**2019 - 2020 UNIVERSITY HOUSING CONTRACT CANCELLATION CHARGE TIMELINE**

Residence Halls and Cardinal Court		Fell Avenue and School Street	
Cancellation Date	Charge	Cancellation Date	Charge
Prior to May 2	No charge	Prior to May 2	No Charge
From May 2 through May 31	\$150	From May 2 through May 31	\$150
From June 1 through August 9	\$250	From June 1 through August 4	\$250
From August 10 through the tenth day of classes for fall semester	\$250 plus 50% of the room charge from the first possible day of occupancy through the last possible day of occupancy for fall semester.	From August 5 through August 9	\$250 plus prorated room charges if student checked into room from first possible day of occupancy through the last day of occupancy for fall semester.
After tenth day of classes for fall semester	\$250 plus 100% of the room charge from the first possible day of occupancy through the last possible day of occupancy for fall semester.	From August 10 through the tenth day of classes for fall semester	\$250 plus 50% of the remaining room charges from the first possible day of occupancy through the last possible day of occupancy for fall semester.
		After tenth day of classes for fall semester	\$250 plus 100% of the room charge from the first possible day of occupancy through the last possible day of occupancy for fall semester.

For a complete description of the cancellation policy refer to Section III.F. of the University Housing Contract Terms & Conditions.

University Housing Services will acknowledge, by email, receipt of a student's written request for cancellation of the contract. If the cancellation request is not acknowledged within 10 business days, it is the student's responsibility to contact University Housing Services to ascertain that the request was received. **Please note this form is applicable to University Housing Services only. Dependent upon your circumstances, it may be necessary to notify other departments within Illinois State University. For directions regarding potential next steps, please review the Withdrawal Checklist from the University Registrar, which may be found at: <http://registrar.illinoisstate.edu/downloads/WithdrawalChecklist.pdf>**