



Residence Life and Housing Office

Residence Hall Agreement Cancellation Request

NAME: \_\_\_\_\_ GENDER: M \_\_\_ F \_\_\_ Self-Identify \_\_\_\_\_

MSUID: \_\_\_\_\_ PHONE: \_\_\_\_\_

CONTACT E-MAIL: \_\_\_\_\_

Current Building/Room (If applicable):

\_\_\_ Cook Hall \_\_\_ McCulloch Hall \_\_\_ Crane Hall \_\_\_ Lura Manor

Room Number: \_\_\_\_\_

I am requesting cancellation of my Residence Hall Contract for the Following Reason(s):

- \_\_\_ Alternative Housing \_\_\_ Medical \_\_\_ Alternative Educational Opportunity
\_\_\_ Graduation \_\_\_ Marriage \_\_\_ Withdrawal from MSU
\_\_\_ Not Attending MSU (New Students only) \_\_\_ Other (Explanation letter required)

By requesting this cancellation, I realize that I am responsible for the appropriate room and board charges for the remainder of my agreement. I understand that I may be asked to provide appropriate documentation regarding my request, and I must be eligible to live off campus. I also understand that my cancellation is not complete until it has been APPROVED by the MSU Residence Life and Housing Office, and I have moved out of my assignment. If the cancellation is approved, I will NOT be able to change my request.

Charges:

- Cancellation after June 1- All Students Forfeit Room Reservation Fee
• Cancellation after Moving in: 50% of remaining Academic Year room and board agreement (Both Fall and Spring)
• Cancellation because of withdrawal from university: Charges Prorated on schedule approved by the SBHE.

If my cancellation is approved, I agree to move out when required, and follow the appropriate check out procedures.

Term Requesting Cancellation:

\_\_\_ 2020-2021 \_\_\_ Spring 2021 \_\_\_ Summer 2021 \_\_\_ 2021-2022

I have read and understand the above conditions regarding my Minot State Housing Contract and am requesting cancellation for the above academic term:

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Guardian Signature (if under 18): \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only: \_\_\_ Approved \_\_\_ Denied

Director of Residence Life: \_\_\_\_\_ Date: \_\_\_\_\_