



Contract Termination Request

NAME	GENDER	ID#	PHONE
	<input type="checkbox"/> Single <input type="checkbox"/> Double <input type="checkbox"/> Single Dlx <input type="checkbox"/> Dbl Dlx		
BUILDING	APT	ROOM	MEAL PLAN
	<input type="checkbox"/> 2 bdrm Apt <input type="checkbox"/> 3 bdrm Apt <input type="checkbox"/> 4 bdrm Apt		

Option I: Withdrawal from the University

I am no longer a **registered** student at the University of Utah and am no longer eligible to live on campus. I have dropped all of my classes **before** turning in this notice (for the semester you intend on cancelling).

Reason: Graduation Medical Financial Internship Academic Performance
 Transferring (please list semester) _____
 Other _____

Option II: Contract Cancellation

I am requesting cancellation of my contract under Section 13 of my Housing Agreement which reads:

13. Termination by Special Request. Student may submit a Contract Termination Request to HRE requesting termination for reasons other than those provided under paragraph 12 of this Agreement. HRE may grant or deny the Request for any reason within HRE's discretion. If the request is granted, the Student shall pay a termination fee of **\$400.00** and forfeit their security deposit. Student has the ability to submit a Contract Termination Fee appeal **only for reasons as stated on the appeal form**. The form is available on the Housing & Residential Education website: *www.housing.utah.edu*.

I understand I will pay a prorated rate for my room and meal plan calculated up to the date of move out.

Reason for Cancellation:

- | | |
|---|--|
| <input type="checkbox"/> Required meal plan | <input type="checkbox"/> Policies (alcohol & drug free, quiet hours) |
| <input type="checkbox"/> Roommate conflicts | <input type="checkbox"/> Environment not conducive to studying |
| <input type="checkbox"/> Space not available in Benchmark | <input type="checkbox"/> Not enough credit hours for Benchmark |
| <input type="checkbox"/> Other _____ | |

Option III: Contract Release

I am released from my contract per Section 12 of my Housing Agreement for the following reason:

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> Contract Sold
<small>Contract Attached</small> | <input type="checkbox"/> Contract Appeal
<small>Appeal must be granted prior</small> | <input type="checkbox"/> Military Service
<small>Copy of Orders Attached</small> | <input type="checkbox"/> Marriage
<small>Copy of certificate attached</small> |
|--|---|---|--|

ATTENTION: Your move must be complete by your scheduled date. Failure to do so will result in a late move fee of \$100 PER DAY.

Confirmed Check Out Date: _____

I understand I MUST be moved by the date above. I will properly check out with an RA and turn in my key (to my RA) or be charged a \$100 improper checkout fee and a \$60 lock change fee.

Resident Signature _____ Date _____

HRE Representative _____ Date _____

OFFICE USE ONLY

- Classes Dropped
- Dates Changed in StarRez
- Billing Adjusted
- Cancellation Fee Charged
- Transmittal Sent
- Added to ResHall Contract Tracker
- Meal Plan Cancelled in StarRez/Added to Cancellation List

Completed by: _____

Date: _____

INVENTORY RECEIVED

- Checked out in StarRez
- Building Access Removed
- Keys Received
- Damage Charges Entered
- Security Deposit Refunded
- Remaining Balance Sent to Accounting
- Refund Balance Due (student notified)

Completed by: _____

Date: _____