

**SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE
UNIVERSITY HOUSING
Family Housing - Request for Cancellation of Contract**

_____ 800 _____
First Name Last Name MI SIUE ID Number

_____ _____
Home and/or Cell Phone # SIUE Email address

_____ Is your apartment furnished by University Housing (circle one)? Yes No
Cougar Village Apartment

I will vacate my living unit on ____/____/____. This is the effective end date of your contract.
Family housing contracts require a 30-day cancellation notice in writing. You are responsible for the charges of the 30-day period following the receipt of this cancellation form or the indicated date of cancellation, whichever is later.

- If you are canceling because of academic suspension, you must check out of your apartment within **five days from the date of the suspension letter**. The 30-day notice does not apply.
- I understand this request must be submitted and approved at least thirty (30) days in advance of vacating. I understand I will pay rent for the thirty-day period following receipt of this form by University Housing or to the indicated date of cancellation, whichever is later.
- I understand that to ensure a proper check-out, I must complete a proper express checkout including returning all keys to University Housing or make a check-out appointment with a Resident Assistant (RA) at least 24 hours in advance of check-out.
- I understand changes or delays of check-out date is not permitted because unit may have been assigned to an incoming resident. I also understand that failure to vacate on or before the stated date may result in penalties as stated in the Family Housing Student Terms and Conditions Section III.

_____ _____
Signature of Resident Date

*****Office Use Only*****

Effective Date _____ Received: _____

Approved _____
Approved Pending _____
Denied _____

_____ _____
Associate Director of Housing Date Processed

F. Damages

1. The resident agrees to use the grounds, premises, and University property and furnishings in a proper and responsible manner and, at the expiration of the contract, to surrender same to the University in good repair and condition as normal usage dictates. The resident will be charged for misuse or damage within the living unit or common area of the building in which he/she lives. Any charges assessed during the year under these Terms and Conditions will be placed on accounts receivable and are payable immediately. All transcripts and enrollment will be withheld until account is paid in full. The resident who has vacated has 90 days to appeal charges in writing to the Director of Housing.

G. Restrictions Governing Contract Cancellation – Before the Contract Period

1. A refund of the reservation deposit will be made according to the cancellation schedule of the Terms and Conditions. Cancellations must be requested in writing by the resident and received in the Central Housing Office, 0224 Rendleman Hall, Edwardsville, IL 62026-1056.
2. Contract begins on the date listed in the assignment notification from the Central Housing Office and/or when the student completes the check-in procedure, whichever comes first.

H. Restrictions Governing Contract Cancellation – During Contract Period

1. A written Request for Contract Cancellation must be received in the Central Housing Office, 0224 Rendleman Hall, Edwardsville, IL 62026-1056, at least 30 days prior to vacating. Forms are available in the Central Housing Office or online at www.siu.edu/housing.
2. Payments will be made for the 30-day period following receipt of the cancellation form or to the indicated date of cancellation, whichever is longer.
3. If a cancellation form is not received by the Central Housing Office, the 30-day period will begin the date the resident is discovered to have vacated or checked out.

I. Vacating

1. To ensure a proper check-out, the resident vacating University housing must complete a proper express check-out including returning all keys to University Housing or make a check-out appointment with a Resident Assistant (RA) at least 24 hours in advance of check-out.
2. A \$25.00 charge will be assessed for failure to check out properly.
3. Failure to check-out on or before the stated cancellation date or by the end of the contract date may result in the removal of personal property at the resident's expense and forfeiture of security deposit.

J. Other Financial Responsibilities

1. The resident will be held financially responsible for costs not covered in these Terms and Conditions that are incurred by the University Housing in enforcement of this contract including but not limited to cleaning costs, the cost of moving the resident's possessions, legal fees, storage costs, or non-routine maintenance.