



14. CANCELLATION OF CONTRACT – 2019-20 (taken directly from contract terms and conditions)

A. First year students, required to live in the residence halls by the Campus Residency Policy (see Item #2), are not eligible to cancel their contract if they remain enrolled in the University. First year students who fail to enroll, cancel enrollment or are academically dismissed are subject to appropriate cancellation fees and prorate charges as outlined (see Item # 14B).

B. Students who are not required to live in the residence halls by the Campus Residency Policy (see Item #2) may cancel their contract at any time subject to appropriate cancellation fees (outlined as follows).

<u>Notification Date</u>	<u>Charge</u>
-Prior to 6/15/19 (prior to 11/15/19 for Spring 2020 arrivals)	\$45 application fee
-6/15/19 & after (11/15/19 for Spring 2020 arrivals) (including those failing to enroll, canceling enrollment or being academically dismissed)	\$45 application fee, plus \$100 cancellation fee, plus prorate for time occupied
-6/15/19 through 5/16/20 (room occupied, remaining enrolled)	\$45 application fee, plus 35% of remaining contract value, plus prorate for time occupied.

C. Proration of contract charges will end 14 days prior to the first day of final exams for each semester (as listed in the official university calendar).

D. The 35% of remaining contract cancellation fee may be waived for students who: graduate; are student teaching; or leave campus for training authorized through an academic department. Student will be required to obtain documentation verifying this information from academic department and submit to University Housing in advance. Final approval from University Housing will be required before these fees may be waived. Other fees associated with cancellation of contract and other properly billed charges will apply.

E. All notification regarding cancellation must be in writing and made directly to the Department of University Housing. Prior to check-in, notification date will be determined by postmark or by date of delivery to the Department of University Housing. All cancellations must be approved by University Housing after check-in. After check-in, the official cancellation date will be determined when all of the following are completed; signed cancellation request is submitted to University Housing Office and is approved, proper checkout with hall staff, RIC is signed, personal items removed, and all keys returned. This date serves as the ending date for prorate and other properly billed charges.



Pittsburg State University

Student Life

University Housing

Contract Cancellation

F. Any student who is permitted and/or authorized to occupy a residence hall assignment outside the dates of this contract (i.e., early arrival, interim, etc.) are subject to all applicable cancellation charges based on date of occupancy (see Item #14B).

G. Any student occupying a residence hall assignment for Fall 2019, who does not return to PSU for Spring 2020 semester, must notify the Department of University Housing of cancellation and complete proper check-out with Hall staff of their assignment no later than Wednesday, January 8, 2020. Failure to do so will result in full charges for semester interim being imposed, along with all applicable cancellation fees; prorate for time occupied and other properly billed charges.

H. Federal Financial Aid regulations may prevent the use of federal aid dollars to cover cancellation fees and other non-refundable fees. Students need to consult with the Student Financial Assistance office in regards to this issue.

I. Students who do not check into their assigned residence hall by the "Last day for late enrollment" for that semester (as listed in the official university calendar) will automatically have their housing and dining contract cancelled as per that date, all cancellations fees will apply.