

SANTA CLARA UNIVERSITY
Housing Office
HOUSING CONTRACT RELEASE REQUEST FORM

SECTION I - General Information

Please print clearly

NAME (Last, First, Middle): _____ CAMPUS ID #: _____

HALL: _____ ROOM: _____ PHONE: _____ SCU BOX #: _____

EMAIL: _____ REQUESTED MOVE OUT DATE: _____

SECTION II - Reason for release request

Please check one

_____ Withdrawal/transfer (circle one) from the University as of _____
Date

_____ Attending Studies Abroad/Washington Semester during _____
Quarter(s)

_____ Graduation at end of _____ Quarter

_____ Medical reasons (**Registration with the Disabilities Resources office required**)

I understand that I am responsible for furnishing any necessary information needed to process this request and that failure to do so will result in denial of this request. **I understand that completing this form is not an automatic approval of my request to release me from my contract and I will be notified of the decision.** I understand that all approved Release Requests are subject to a cancellation fee as well as additional financial obligations as outlined in the University Housing Contract and on the second page of this form. I further understand that I am responsible for all information which will be communicated to me via my SCU Groupwise email. **Please allow 3-5 business days for your request to be processed.**

Signature

Date

SECTION III - CENTRAL OFFICE USE ONLY

_____ StarRez Update

_____ Approve date, by: _____

_____ ACR/RCR Received

_____ Post Office Notified

_____ MAILBOX deleted

\$ _____ FORFEIT/CANCELLATION FEE

_____ ROSTER Update

_____ REFUND % _____ = _____

_____ Dining Plan Suspended

_____ DOOR ACCESS canceled

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Outlined below is the housing contract refund schedule for the 2007-2008 academic year. Once your request to cancel your contract is approved and you officially check out of your assigned room, we will send a credit to your Bursar account based on this schedule. Please note that the housing contract includes both your room and dining plan charges.

In order to officially check out of your hall you will need to set up a check out time with your Community Facilitator or Resident Director. If you do not officially check out of your assigned room and/or you do not complete a Housing Contract Release Request form a credit will not be sent to your Bursar account.

Any student who requests to vacate university housing after taking possession of a room is subject to the following cancellation policy:

- 1. Student requests to move home or off campus mid-quarter but remains enrolled** - Cancellation request is subject to approval of Director of Housing Business Services or designee. If request is approved and the student gives 30 days advance notice, a \$500 cancellation fee is charged. If the student gives less than 30 days advance notice, a \$700 cancellation fee is charged.
- 2. Student requests to move home or off campus at end of quarter but remains enrolled** – Cancellation request is subject to approval of Director of Housing Business Services or designee. If request is approved and the student gives 30 days advance notice, a \$500 cancellation fee is charged. If the student gives less than 30 days advance notice, a \$700 cancellation fee is charged.
- 3. Student transfers or graduates** – If the student notifies the Housing Office 30 days in advance of the end of the quarter, there is no penalty. If the student notifies the Housing Office less than 30 days before the end of the quarter, the student is charged a \$700 cancellation fee.
- 4. Student requests cancellation due to incapacity, emergency, or medical condition** – If the student provides supporting documentation from attending medical professional with request and is released from the contract, the student will be charged prorated room and board costs based on when they checked out. No cancellation fee is charged.
- 5. Student withdraws from University** - The UHC is terminated when the student withdraws from the University. If the student notifies Housing 30 days in advance of the end of the quarter, there is no penalty. If the student notifies Housing less than 30 days before the end of the quarter, the student is charged a \$700 cancellation fee.
- 6. A student removed from university housing or the University as a result of academic dismissal or disciplinary action** must leave university housing within 24 hours of such notification. The University may also terminate or suspend the contract if the student breaches any of the terms and conditions of this agreement, including violations of the University's Student Conduct Code or administrative policies. In such cases the student shall be subject to prorated room and board charges plus a \$700 cancellation fee.

Housing Contract Refund Schedule

Week in Quarter *	Percentage Refunded
Greater than 2 weeks before start of academic term	100%
Less than 2 Weeks before start of academic term	90%
Week 1	80%
Week 2	70%
Week 3	60%
Week 4	50%
Week 5	40%
Week 6	30%
Week 7	20%
Week 8	10%
Week 9	0%
Week 10	0%
Week 11	0%

* **The week runs from Monday to Sunday.**

The Housing Office does not issue refund checks. If you have additional questions regarding how to receive a refund check please contact the Bursar's Office at (408) 554-4412 or online at www.scu.edu/bursar.

Any questions may be directed to the Housing Office at (408) 554-4900 or online at housing@scu.edu.