

HOUSING CANCELLATION REQUEST FOR SPRING 2010

If you wish to cancel your housing for the SPRING 2010 semester because you are **WITHDRAWING from the university, GRADUATING, TRANSFERRING, or attending a STUDY ABROAD or NATIONAL STUDENT EXCHANGE program,** you must submit this "Housing Cancellation Request" form to your community office.

You will be notified if your request has been approved via your ***BU e-mail address.***

DEADLINES AND CHARGES RESULTING FROM CANCELLATIONS:

- You must submit a cancellation request **by Friday, November 6, 2009 at 4:30 PM to avoid a \$200 late cancellation fee.**
- If you submit a cancellation request **after Friday, November 6, 2009,** you will be billed the \$200 late cancellation fee.
- If you cancel your housing for the spring 2010 semester, you **must vacate** your room, suite, and/or apartment by **11 am on December 19, 2009.**
- If you cancel your housing after December 19, 2009, you must contact your community office to make arrangements to vacate your room, suite, or apartment. If you do not officially cancel, remove your possessions, and return your key(s) and access card **by January 20, 2010,** in addition to the late cancellation fee, you will be billed room rent for spring 2010 semester.

PLEASE PRINT

NAME _____ B# _____

HALL/BUILDING _____ ROOM/APT _____

CAMPUS PHONE x5- _____ PO BOX _____ HOME PHONE _____

BU E-MAIL _____@binghamton.edu

CHECK ONE: _____ Male _____ Female

CHECK ONE: _____ Freshman _____ Sophomore _____ Junior _____ Senior _____ Graduate

PLEASE INDICATE YOUR PLANS BY CHECKING ONE OF THE SPACES BELOW:

Current residents who transfer or withdraw should understand that their opportunity to return to University housing will be contingent upon availability.

_____ **TRANSFERRING**
Name of new college/university:

_____ **STUDY ABROAD OR NSE PROGRAM**
Name of SUNY:

_____ **WITHDRAWING FROM THE UNIVERSITY**

_____ **GRADUATING**

Your Signature _____

Date _____