



Contract Cancellation Request Form

Please Note: This request form is only an application for release from your Academic Year Housing Contract at Cameron University (CU). You are not officially released from your contract until you receive WRITTEN notification/email from the Office of Student Housing and Residence Life (SHRL). You should never enter into any additional off campus lease agreements until you have been officially notified of your release by SHRL.

SHRL will keep any confidential information or supporting documents you submit, in confidence.

Name: _____ ID: _____ Meal Plan: _____

Hall/Apt. and Room Number: _____ Anticipated Check Out Date: _____

Forwarding Address _____

(Street Name, Number & Apt.)

City, State & Zip Code _____

E-Mail Address: _____ Alternate E-Mail Address: _____

Current Phone:(_____) _____ Semester/Term of Cancellation: _____

*Please check and/or fill in appropriate rationale for release request. **It is the resident's sole responsibility to attach all relevant supporting documentation necessary for this request to be fully considered.** If not complete, forms will be held and not acted upon until all such documentation is received from the student. **Submission of this form and supporting documentation does not constitute approval.** All submitted information is subject to review and eventual decision by Director of Student Housing and Residence (or designee).*

Educational Release

Graduation – I am graduating at the end of the Fall Semester and will be leaving the University *(Student required to provide written documentation of graduation status by copy of their Degree Audit Report or Email verification from CU Records and Registration.)*

Withdrawal from University/ Transfer

~ I am withdrawing from the University and not returning for the academic term/year, including all online courses *(Student required to provide documentation of withdrawal from CU Records and Registration.)*

~ I am transferring to another institution next semester *(Student required to submit copies of acceptance letter from new institution with effective date of semester seeking contract release and/or class schedule.)*

Internship/ Exchange Student/ Student Teaching/ Study Abroad

~ I am completing an internship requirement of my academic program for CU credit *(Student required to provide written documentation of enrollment for internship credit and signed copy of internship offer letter)*

~ I am an exchange student and my academic term is concluding *(Student must provide documentation from sponsoring academic department.)*

~ I am student teaching for the upcoming semester or participating in the study abroad program *(Student required to provide written documentation of such enrollment or program acceptance)*

Academic Suspension – I have been academically suspended from the University and not eligible to return for the academic term/year *(Student must appear on the suspension report received from CU Records and Registration)*

Medical Release – I am requesting release from my housing contract due to a medical condition and/or health related issue. *(Student required to provide written documentation on letterhead, signed by attending physician or other licensed medical professional (non-related) that includes the following: diagnosis, history of illness, prognosis, temporary or permanent condition. Note: Medical condition must be one, which keeps the student from living in a residential college community or from attending classes at CU.)*

Death in the Immediate Family – I am requesting release from my housing contract due to a death in my immediate family during my current contracted dates with SHRL. *(Student required to provide written documentation – death certificate, official obituary or death notice)*

Military Release – I am requesting release from my housing contract due to being called to active duty with a branch of the United States Armed Forces. *(Student is required to provide copy of their official, documented orders. Note: voluntary enlistment or call to training may not be grounds for release without penalty)*

Marriage - I am requesting release from my housing contract due to my marriage during my current contracted dates. *(Student is required to provide written marriage license or certification.)*

State your exact reason(s) for petitioning for release from your academic year contract. It is important that you be clear, concise, factual and thorough in your written comments. Please be sure to supply supporting documentation for your stated reasons. **Requests will only be considered when proper documentation is supplied.** Simply stating your reason for wanting to cancel does not validate or corroborate your request. You are welcome to attach additional pages or a letter if more space is needed. **Incomplete requests will be considered pending until supporting documentation is received, or request will be automatically denied.**

Please Note: If released, the student will be charged for housing until the date he/she actually checks out, or the date the petition is approved, whichever is later. All students released from the contract regardless of the reason, must check out of the unit following procedure in the SHRL Handbook. Checkout must take place within 48 hours of notification of approval. I understand that only written notification from SHRL of a cancellation approval will terminate my contract.

Return completed form to: CU Student Housing and Residence Life
c/o Housing Contract Release Request
McMahon Center 502 SW University
Dr. Lawton, OK 73505
housing@cameron.edu

Signature of Student

Date Submitted (Month, Day, Year)

Office Use Only

Request is: Approved without penalty Pending Additional Information
 Approved with penalty Denied

Check Out Date: _____

Approval subject to the following conditions:

Security Deposit will be forfeited credited/refunded held in abeyance applied to charges Amount: \$ _____
Cancellation Fee will be assessed. Yes No Amount: \$ _____

Additional Housing pro-rated charges totaling _____% will be assessed.

Notes:

Director of SHRL or Designee

Date

Response Sent _____

HS Removal _____

Account Updated _____