

Contract Cancellation Request: Residence Hall/ Apartment

Students hoping to cancel a housing contract should complete and return this form to the Cal Housing Office on the 2nd Floor of 2610 Channing. Submitting this form does not guarantee that your cancellation request will be granted. Please attach supporting documentation, including graduation, marital, withdrawal, financial or other records.

NAME: _____ STUDENT ID #: _____

SEX: M F Self-Identify: _____ PHONE: _____

EMAIL: _____ CANCEL 2017-18 CANCEL SPRING 2018 ONLY

CURRENT LOCATION

Unit 1 Martinez Commons	Unit 2/ Wada Channing Bowditch	Unit 3 Mills College	Clark Kerr New Sequoia	Stern Garden Village	Foothill
CURRENT ROOM OCCUPANCY:			CURRENT BUILDING & ROOM NUMBER:		
Quad	Triple	Double	Single	_____	

REASON FOR CANCELLATION REQUEST

Alternative Housing	Medical	Financial	Education Abroad Program
Withdrawal from UCB	Graduation	Marriage	Personal
Fraternity or Sorority House	Other: _____		

SIGNATURE (REQUIRED BELOW)

I realize that I am responsible for room and board charges until a replacement is found unless I have provided the appropriate documentation to confirm my marriage, graduation, withdrawal or dismissal from the University of California, Berkeley. I understand that if I find my own replacement I cannot guarantee that they will be assigned to the same room I am vacating since my contract is not for a specific room. I understand that a current resident cannot be a replacement since they already have a residential contract.

I understand automatic cancellations due to marriage, graduation, withdrawal or dismissal from the University, will not be approved unless provided with, but not limited to the following, i) contract cancellation form signed and delivered to the Cal Housing Office, ii) supporting documentation, iii) notification of cancellation to residential hall staff, and iv) proper checkout of room.

I have read and fully understand the above conditions regarding contract cancellation.

STUDENT SIGNATURE: _____ DATE: _____

GUARDIAN SIGNATURE (if under 18 years old): _____ DATE: _____

I understand that I am financially obligated for the assigned room until my contract cancellation has been fully submitted, approved, and my key has been returned.

I understand that if my cancellation request is approved, I will be charged a cancellation fee as liquidated damages in accordance with the Terms and Conditions of Residence as follows: A \$150 fee for cancellation prior to occupancy or a \$300 fee for cancellation subsequent to occupancy. These charges will be applied through the student's UCB charge account.

I will not be able to change my request once the cancellation has been approved. I agree to move when required and to complete all required check out procedures.