

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 2019-20 CANCEL SPRING 2020 ONLY

CURRENT LOCATION

Unit 1	Unit 2/ Wada	Unit 3	Clark Kerr	Stern	Foothill	Blackwell Hall
Martinez Commons	Channing Bowditch	Garden Village	New Sequoia	Nexus/ Panoramic Berkeley	Panoramic San Francisco	
CURRENT ROOM OCCUPANCY:			CURRENT BUILDING & ROOM NUMBER:			
Quad	Triple	Double	Single	_____		

REASON FOR CANCELLATION REQUEST

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.

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.

STUDENT SIGNATURE: _____ DATE: _____

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

Contract Cancellation Policy: Residence Halls & Apartments

Housing contract cancellation is not guaranteed, but contingent on an eligible replacement accepting your housing contract. If there are no eligible students on the housing waiting list, it is unlikely that a replacement will be found and your cancellation request will be denied unless your cancellation reason fits into the Exceptions to policy and approved reasons for contract cancellation as outlined below.

The housing waiting list is usually exhausted by late July or early August each year. The next opportunity for cancellation is usually at the end of the fall semester.

Students who would like to cancel their housing contract after the fall semester are encouraged to submit a cancellation request as soon as possible, so that we can find a replacement among the spring semester housing applicants.

Contract holders and residents requesting cancellation are liable for room and board fees until an eligible replacement is found and/or the request is approved by the housing office in writing. If an eligible replacement is not found, the contract holder or resident is financially responsible for the duration of the contract.

EXCEPTIONS TO POLICY & APPROVED REASONS FOR CONTRACT CANCELLATION

Contract cancellation requests will be automatically approved in the following circumstances, if provided with, but not limited to, the following, i) contract cancellation form signed and delivered to the Cal Housing Office, ii) supporting documentation verifying change in circumstance, iii) notification of cancellation to residential hall staff, and iv) proper checkout of room and return of key to Unit front desk:

- Withdrawal from the University
- Graduation from the University
- Participation in an Education Abroad Program (EAP) (Must no longer be enrolled at UCB/ EAP participation must be ending)
- Marriage after accepting the contract

The resident is responsible for full financial obligation of the assigned room until a contract cancellation has been fully submitted,

FEES ASSOCIATED WITH APPROVED CANCELLATIONS

Cancellations Approved Prior to Moving In	\$150*
Cancellations Approved After to Moving In	\$300*

*Prorated Room and Board charges also apply to students who cancel after the contract start date

In the event of contract cancellation approval, the effective cancellation date will be the date of the University approval. Once a replacement is found, and/or the request for cancellation is approved, a Contract Cancellation Fee will be imposed as liquidated damages according to the fee schedule above, and will be included in the billing statement. The resident agrees that this fee is reasonable and is to cover estimated University damages, which are difficult or impractical to determine. The liquidated damages charge shall be in addition to the prorated room and board fees for which the resident will remain liable until a replacement is found and/or the request for cancellation is approved.

A contract cancellation fee shall not be imposed in the following circumstances:

- a. Resident will graduate before the end of the contract term.
- b. Resident has been denied admission to the University.
- c. Resident has completed a medical withdrawal approved by the Tang Center

Appropriate documentation must be submitted to the Cal Housing Assignments Office in the cases of graduation, non-admission, and medical withdrawal.

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HOW TO REQUEST HOUSING CANCELLATION

All requests for cancellation of a residence hall contract must be submitted in writing or via email (reshall@berkeley.edu) to the Cal Housing Assignments Office on the Residence Hall Contract Cancellation Request Form. If you meet any of the criteria listed above for automatic approval, please provide your documentation with your request form.

If Cal Housing finds an appropriate replacement for your contract, you will be notified in writing and provided with move-out information. An appropriate replacement must be a registered student of the same gender who does not currently live in University housing, is eligible for your room occupancy, location and housing type.

HOW TO APPEAL A DENIED CANCELLATION REQUEST

If your cancellation is not approved, you may file an appeal. Your situation will be considered by the RSSP Appeals Board only if you have documented proof that your situation has dramatically changed between the time you accepted your housing contract and the present.

If you are attempting to appeal for one of the following reasons, your request will not be considered:

- Roommate problems
- Off-campus housing (including fraternity or sorority)
- Dietary needs

Appeal instructions can be found at the Cal Housing Office or online: housing2.berkeley.edu/forms