



# Rockhurst University Housing Contract Release Form

Rockhurst Residence Life housing is contracted for an academic year. Cancellation of contract prior to the end of the full academic year will result in the forfeiture of your deposit unless cancelling for one of the following reasons: Graduating senior, student teaching, studying abroad, or other extenuating circumstance approved by the Office of Residence Life.

Name: \_\_\_\_\_ ID #: \_\_\_\_\_

Building: \_\_\_\_\_ Room: \_\_\_\_\_ Campus Box #: \_\_\_\_\_

New Address: \_\_\_\_\_  
Street City State Zip

Current phone #: \_\_\_\_\_

Date of contract cancellation: \_\_\_\_\_

**Important: Student must indicate one of the following:**

- I am continuing with my Rockhurst enrollment, but will not live on campus. (Student must update Registrar's office with new local address record.)
- I am cancelling my Rockhurst enrollment. (Student must complete all steps in Exit Checklist to complete enrollment cancellation.)

.....  
**Reason for cancellation of Housing Contract\*:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*\* Students cancelling their contract will automatically forfeit their \$200 housing deposit. THV and OCH Residents also will be fined a \$300 OCH/THV cancellation fee in addition to losing their housing deposit.*

.....  
**Meal Plan Refund:** The University only refunds current semester meal point balances (minus \$150.00 cancellation fee).

- Cancel my meal plan
- I would like to keep \$\_\_\_\_\_ in meal plan points

This form must be completed and returned to the Office of Residence Life prior to the student's scheduled move-in date for full housing charge to be removed. **Again, students cancelling their contract will forfeit their \$200 housing deposit and OCH/THV residents will be fined an additional \$300 OCH/THV cancellation fee.** Student's cancelling after their scheduled move-in date will also be subject to a weekly pro-rated housing bill.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use Only:**

Approved:  Without Housing Deposit Refunded

Approved:  With Housing Deposit Refunded

Not Approved:

Date

Sent Notice to Financial Aid \_\_\_\_\_

Sent Notice to Registrar's Office \_\_\_\_\_

Cancelled or adjusted meal plan \_\_\_\_\_ Remaining meal plan balance \$\_\_\_\_\_

Authorizing Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Notes: