

**REQUEST FOR TERMINATION OF HOUSING CONTRACT**

Student's Name: \_\_\_\_\_

Student's RUID#: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Term: \_\_\_\_\_  
*(Spring 2013, Summer 2014, Fall 2014, etc.)*

Room Assignment: \_\_\_\_\_

Why are you cancelling your contract? *Required: Residents should attach additional documentation pertinent to your request.*

\_\_\_\_\_

My signature below indicates my desire to request to terminate my housing contract with the Office of Housing & Residence Life, Rutgers University-Camden. My initials next to each of the following statements further acknowledges that I am aware of and agree to/that:

\_\_\_\_\_ The effective date of this contract termination is either the day my request for contract termination is approved OR the date on which I vacate my assigned housing space by removing all of my belongings, turn in my key(s) to the Office of Housing & Residence Life and have the validation sticker removed from my Rutgers ID card, whichever is later related to the academic calendar.

\_\_\_\_\_ Any prorated refund that I may be eligible for is based on effective date of contract termination. Not all components of the housing rate are refundable.

\_\_\_\_\_ Any meal plan dollars remaining on my account will not be reimbursed. The remaining balance will be available for my use until the end of the semester, and any plan dollars remaining after the end of the semester will be forfeited. Questions regarding meal plans should be directed to Rutgers Dining Services at (848)932-8041.

\_\_\_\_\_ A move-out inspection will be completed by the Office of Housing & Residence Life, and any damages found will be my responsibility. A damage fine may be assessed and will be deducted from any prorated refund due to me. In the event that a refund is either not due to me or the refund does not cover the damage fine, a charge will be placed on my student account and I will make arrangements to settle this obligation at the Bursar's Office.

\_\_\_\_\_ I have read and understand the Cancelling Your Housing Contract section of the On Campus Living Guide. Please see <http://housing.camden.rutgers.edu/cancellation> for additional details.

- Prior to July 1st: \$200
- July 1st - August 1st: \$400
- August 1st - Move-In Day: \$600 (NOTE: Move-In Day refers to the resident's scheduled move-in day posted on the Housing & Residence Life website, or the date of arrival, whichever occurs first)
- After Move-In Day: Release from the housing contract will only be considered for extenuating circumstances (see below for examples)

The following are the **only** conditions under which Housing & Residence Life will consider waiving this cancellation fee: withdrawal from the University, graduation, transfer to another Rutgers campus, study abroad, military service, death of an immediate family member/guardian, long-term hospitalization of the student, or academic dismissal.

\_\_\_\_\_ I will resolve any and all financial obligations with the Office of Housing & Residence Life or a financial hold will be placed on my University account, prohibiting me from registering for classes or graduating.

\_\_\_\_\_ If I have a current resident parking hangtag, I have provided my license plate number and state of registration below. My resident parking privileges will be terminated on the effective date of contract termination. I will contact the Parking Department to obtain the appropriate parking hangtag or to turn in my resident hangtag.

License Plate#: \_\_\_\_\_ State of Registration: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Office Use Only**

Express check out \_\_\_\_\_ Financial Info \$ \_\_\_\_\_

Sticker removed \_\_\_\_\_ Cancelled in Odyssey \_\_\_\_\_

Inspection Done \_\_\_\_\_ Door Access/laundry/easylobby \_\_\_\_\_

Staff member accepting form: \_\_\_\_\_

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

Please submit this completed form to the Housing Office for review.