

CONTRACT TERMINATION NOTIFICATION

Section: Assignments

Policy: University Housing shall immediately terminate the contract of any resident who ceases to be enrolled during the contract period.

Purpose: To describe the procedures for contract termination of residents who cease to be enrolled during their contract period.

Scope: Applies to all residents who are not enrolled during the contract period.

Procedure:

- I. Beginning the day after the add/drop period for each term, the Housing Assignments Office runs a daily report showing all residents who are not enrolled.
 - A. Reasons for which a student ceases to be enrolled may include:
 1. The student does not register for any classes during registration and/or the add/drop period
 2. The student withdraws from all classes (includes hardship withdrawals)
 3. The student's classes are dropped for non-payment (see section VII)
- II. If the resident with zero hours has not canceled their contract and moved out, the Housing Assignments Office will notify the resident in via email that their housing contract is canceled for non-enrollment and will include a deadline for move out.
- III. The Housing Assignments Office will also notify the appropriate assistant director and the residence hall director.
- IV. If the resident needs an extension to the checkout deadline, the resident can submit a request to the residence hall director. The Housing Assignments Office will not extend the deadline unless approved by the residence hall director and/or assistant director.
- V. If the resident does not move out by the deadline, the locks will be changed and their belongings placed in storage. The resident will be billed for the lock change and the removal/storage of personal belongings.
- VI. Any housing fees will be adjusted and credited (if applicable) as outlined in the housing contract.
- VII. Additional procedures for residents who have had their schedules dropped for non-payment and are working towards reinstatement:
 - A. Residents who have had their schedules dropped for non-payment will have a link to the university's instructions for reinstatement procedures included in their contract termination notification email.

- B. Residents will be asked to reply to the housing email to inform University Housing as to whether or not they are working towards reinstatement.
- C. Residents who are not pursuing reinstatement must follow the instructions for checking out found in the notification email.
- D. If a resident indicates they will be reinstating by paying their student account balances and following the reinstatement procedures, their enrollment will be monitored daily up until they are enrolled and/or the deadline to reinstate has passed. If the resident is not enrolled by that deadline and they have not checked out, an updated contract cancellation email will be sent with a checkout deadline.
- E. In the rare circumstances when an extension of the reinstatement deadline is approved by the Bursar's and/or Registrar's Office, the resident will schedule a meeting with the associate director for assignments and contracts and/or their designee to discuss the actions they are taking towards reinstatement and an estimated timeline for completion. More than one meeting may be scheduled as the timeline progresses.
- F. If the student working towards reinstatement has not been reinstated by the university's reinstatement or extended deadline, the housing contract will be terminated and a new termination notification will be sent.

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