

WITHDRAWAL 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 withdraw during the contract period.

Procedure:

- I. The Housing Assignments Office runs a report daily showing all current withdrawals.
- II. If the resident has not canceled his/her contract and remains in the residence hall or apartment, the Housing Assignments Office will notify the resident in writing that the housing contract is immediately terminated and will include a deadline for move out.
- III. The Housing Assignments Office will also notify the assistant director of residential programs and services (RPS), the residence hall director and the community administrative assistant for assistance in delivering the hand delivered letter.
- IV. If the student needs an extension to the checkout deadline, the student can submit a request to the assistant director of RPS. The Housing Assignments Office will not extend the deadline unless approved by the assistant director and/or an associate director or director for Residential Programs and Services.
- V. If the resident does not move out by the allotted time, the locks will be changed and his/her belongings placed in storage. The resident will be billed for the lock change and the removal/storage of personal belongings.
- VI. If the student moves out by a date up through 60 percent of the term, as determined by the Bursar's Office, rent will be prorated. After 60 percent of the term, no proration will occur. Any credit, if applicable, will be processed in the assignments management system and transmitted to Student Accounts.

Reviewed: February 3, 2021

Revised: November 17, 2017

Revised: March, 2016