Chicago State University
Housing Cancellation Form

Please complete the information below (print clearly).

As stated in your Housing Contract Agreement. If student cancels this agreement prior to the contract term, he/she will receive a percentage of their room and board cost. There is no refund after the fourth week of classes. There is no refund for Housing Deposits or application fees.

*Residents must show written proof for cancellation. All approved cancellation requests are based on the below cancellation/refund period.

<table>
<thead>
<tr>
<th>Withdraw Schedule Refund</th>
<th>Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Move In of First Day of Class</td>
<td>100%</td>
</tr>
<tr>
<td>First Week if class</td>
<td>80%</td>
</tr>
<tr>
<td>Second week of class</td>
<td>60%</td>
</tr>
<tr>
<td>Third week of class</td>
<td>40%</td>
</tr>
<tr>
<td>Fourth week of class</td>
<td>20%</td>
</tr>
<tr>
<td>After fourth week of class</td>
<td>0%</td>
</tr>
</tbody>
</table>

Name: ____________________________________________

UID: ____________________________________________

Home Phone: ______________________________________

Current Classification:

☐ 1st Semester Freshman   ☐ Freshman   ☐ Sophomore   ☐ Junior   ☐ Senior   ☐ Graduate student

Mailing Address ____________________________________________

Requested Date of Release (mm/dd/yyyy)__________________________ Semester_________________

Reason(s) I am requesting cancellation of my Contractual Agreement for the following reason:

☐ Graduation   ☐ Withdraw/ Military Duty   ☐ Transferring to another college/ university
☐ Financial Difficulties   ☐ Perkins Dining   ☐ Moving off-campus (still registered at CSU)
☐ Other (Please specify) ______________________________________

Use the following letters to answer the questions below. A= agree D= disagree U= undecided

1. I was treated with great customer service. _________
2. The staff member(s) with whom I dealt with was knowledgeable. _________
3. I was satisfied with the service I received. _________
4. The person(s) who assisted me was/were disrespectful. _________
5. If I could change one thing in the Residence hall, it would be ______________________________________

My signature signifies that I agree to the terms and conditions as outlined in the housing Agreement. I am aware that this will cancel my housing.

Signature: ____________________________________________ Date: ____________________________