



Office of University Housing Contract Cancellation Request

Student Information

First Name	Last Name	Banner ID
Telephone	Email	Current Room

Cancelling for Semester

Check all that apply.

- Fall
- Spring
- Summer

Meal Plan

- I want to cancel my meal plan
- I do not want to cancel my meal plan

Reason for Request

- Financial – please provide explanation below
- Graduation
- Internship, Co-op, Study Abroad – please provide more details below
- Medical – please provide explanation below – you may be asked to provide further documentation
- Withdrawing from the University/not attending Lawrence Tech – please let us know what led to this decision below
- Other – please provide further explanation below

Explanation. Please provide additional details on your reason for request to cancel.

Acknowledgement & Authorization

I acknowledge that my request may be denied if I am cancelling for any reason other than graduation or withdrawing from the University.

I acknowledge that I will receive a cancellation fee of up to \$500 for cancelling my one academic year contract for cancelling for any reason other than graduation or withdrawing from the University, in addition to time lived in housing if cancelling after I have moved in.

I acknowledge that if my request is approved, I must move out within 48 hours if this is not a request for the end of the semester.

I authorize the Office of University Housing to cancel my housing/meal plan and I accept all cancellation fees and housing and meal plan charges.

Signature

Date

Office Use Only

Request Approved Denied Date _____ Fee _____

Process Completion

- Student Notified
- Building Staff Notified
- Banner Updated
- Occupancy Report Updated
- ID Deactivated