



2015-2016 ACADEMIC YEAR
RESIDENCE HALL CONTRACT CANCELLATION REQUEST FORM
(For Students Who Have Previously Signed a Contract
but Wish to Cancel Prior to Entry/Start of Term)

Please check the statement that best describes your circumstances:

- I am no longer attending UWM and I've submitted a contract for housing.
I choose to no longer reside in University Housing (returning upperclassmen, incoming transfers, nontraditional first-year students).
I am seeking an exemption from the Mandatory Housing Requirement but have previously submitted a contract for housing (prior to entry). Students selecting this statement must also complete the Request for Exemption to Mandatory Housing Requirement Form. Cancellations will not be processed until the student's Exemption Request is granted.

If you meet one of the three conditions above, you can request to be released from your housing contract by submitting this Contract Cancellation Form. This form is only applicable prior to your assigned date of entry or contract start date. If your contract start date or assigned move-in date has passed or you have moved in please complete the Contract Termination Request Form. If you are no longer planning on attending UWM, you must submit this form to cancel your University Housing contract as well as contact Admissions and Recruitment (Vogel Hall, (414) 229-2222) to withdraw from the university. This form does not cancel your obligation to the University.

Please submit this Contract Cancellation Request Form (along with supporting documentation, if necessary) to the University Housing Office.

MAIL: Department of University Housing, 3400 N Maryland Ave, Milwaukee WI 53211
FAX: (414) 229-4127
EMAIL: university-housing@uwm.edu, subject "Contract Cancellation Request"

Cancellation by Resident: Special Circumstances:

- Students denied admissions to UWM are eligible for a full refund (less the \$50 non-refundable portion) provided they notify University Housing promptly in writing by submitting this form. Student must submit documentation to show that your admission was denied when submitting this form.
Students who are not able to attend UWM due to personal illness, family illness, military obligations or serious emergency which prevents the resident's attendance may be eligible for cancellation without penalty (less the \$50 non-refundable portion). Student must submit proof of special circumstance in addition to this form.

Cancellation Deadlines/Penalties

Prior to June 1, 2015: Forfeit \$50 of pre-payment/deposit

If you inform University Housing via the Contract Cancellation form prior to June 1, 2015 (Academic Year Contract) of your intent to not live within University Housing, we will return the \$50 refundable portion of your \$100 pre-payment/deposit.

On or after June 1, 2015: Forfeit \$100 of pre-payment/deposit

If you inform University Housing via the Contract Cancellation form on or after June 1, 2015 (Academic Year Contract) of your intent to not live within University Housing, the \$100 pre-payment/deposit is forfeited.

Late Contract Submissions: Contracts submitted on or after June 1, 2015, forfeit the right to the graduated penalties (If a contract is submitted on or after June 1, 2015, you will not be able to have any portion refunded to you).

I, \_\_\_\_\_, am notifying University Housing that I do not intend to reside in University Housing for the Academic Year 2015-2016 (or spring term only). I am requesting to be released from my University Housing and Restaurant Operations contracts. I understand that I will be liable for cancellation penalties as listed above and in the contract book.

Name (Last) (First) (M.I.) Student ID#
Permanent Address
Student Email Address Phone Number ( ) -
Signature Date

For Office Use Only:
HMS Cancel Date entered by on Time Stamp
Cancellation Routing Form Completed
PAWS Updated, if applicable