

**2014-2015 KENILWORTH CONTRACT CANCELLATION REQUEST FORM**

(For students who have previously signed a contract but wish to cancel prior to entry/start of contract)

If you meet one of the conditions below, 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, whichever comes first. If your contract start date has passed or you have already moved in please complete the Kenilworth Termination Request Form. **If you are no longer planning on attending UWM, you must submit this form to cancel your Kenilworth Contract. This form does not cancel your obligation to the University.**

**Please check the statement that best describes your circumstance:**

- I am no longer attending UWM and I've submitted a Kenilworth Contract.
- I choose to no longer reside in Kenilworth Square Apartments.

Please submit this Kenilworth Contract Cancellation Request Form to the University Housing Office.

MAIL: University Housing, 3400 N. Maryland Ave. Milwaukee, WI 53211

FAX: (414)229-4127

EMAIL: [university-housing@uwm.edu](mailto:university-housing@uwm.edu), subject "Kenilworth Contract Cancellation Request"

**According to page 9, section M. Cancellation of Contract**

1. You may cancel this Contract by completing this Contract Cancellation Request Form and submitting it to University Housing. Forms must be **received by University Housing at least 24 hours before the earlier of:**
  - a. September 1, 2014 for Contracts beginning Semester I, and January 24, 2015 for Contracts beginning Semester II"; and
  - b. any Approved Early Arrival Date (the "**Cancellation Deadline**"); and
  - c. assigned date of entry.
2. University Housing may also cancel this contract without prior notice to you on or prior to the Cancellation Deadline in the event that you:
  - a. have an overdue debt to UWM and or University Housing and/or have a record of past failure to meet financial obligations to UWM;
  - b. have failed to properly complete this Contract and/or submit required deposits/documents;
  - c. have demonstrated by past or current behavior, an unwillingness or inability to fulfill the conditions of this Contract;
  - d. have demonstrated by past or current behavior that your presence in Kenilworth may provide an unreasonable risk to yourself or others.
3. In the event of cancellation, fees will be determined as follows based upon when the Contract Cancellation Request Form was received by University Housing (the "**Cancellation Effective Date**"):
 

Fall 2014 Semester I	Amount Withheld from \$300 Deposit
Prior to June 1, 2014	\$50
June 1 through July 31, 2014**	\$150
August 1 - August 30, 2014*	\$250
Spring 2015 Semester II	Amount Withheld from \$300 Deposit
Prior to December 1	\$150
December 1, 2014 - January 23, 2015***	\$250

4. **Special Circumstances:** If, prior to your Occupancy Start Date, you are denied admission to UWM for reasons outside of your control or you are **not able to attend school** due to personal illness, family illness, or military obligations, you may be eligible for a refund of \$250 of your deposit in University Housing's sole discretion, provided, however, that you notify University Housing as soon as possible and provide any requested documentation.

\*Cancellation Request Forms received on or after August 31, 2014 or January 24, 2015 will be considered contract termination.

\*\*Contracts received on or after June 1, 2014 are subject to this same penalty.

\*\*\*Contracts received on or after December 1, 2014 are subject to this same penalty.

I, \_\_\_\_\_, am notifying University Housing that I do not intend to reside in Kenilworth Square Apartments for the 2014-2015 contract term (or spring term only). I am requesting to be released from my Kenilworth Contract. I understand that I will be liable for cancellation penalties as listed above and in the contract guidebook (pg. 9 Section M).

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

<b>Resident Name (print):</b>	<b>Campus ID# (99x-xx-xxxx):</b>
Cell Phone #:	UWM E-Mail Address: _____@uwm.edu

**FOR OFFICE USE ONLY**

- Cancellation Routing Form completed
- PAWS Updated, if applicable

**Time Stamp**