



Department of Housing & Residential Life
Cancellation Request
2019-2020

Last Name: _____ First Name: _____

BSU ID #: _____ Room Assignment: _____

Phone: _____ Email: _____

University Heights residents MUST use the University Heights Cancellation Request form.

1. Cancellation is requested for: Fall Semester Spring Semester Summer Semester

2. Mark the applicable reason below for requesting to cancel (only select one option):

First-Year Students – Complete this Section:

Reminder that the [University's Residential Living Requirement Policy](#) requires all First-year students who are one-year removed from high school graduation and international students who are classified as unmarried and an undergraduate to reside in university housing until completion of their first academic year.

- Cancel Prior to the Start of the Contract** (Fall Semester: prior to August 23, 2019; Spring Semester: prior to January 11, 2020)
Residents that provide written notice by August 1, 2019 and January 1, 2020 will receive a \$50 refund of the prepayment. Written notice received after August 1, 2019 and January 1, 2020 will forfeit the full prepayment, but is relieved of any further obligation under the contract.
- Immediate Withdrawal from Classes during the Semester**
Room charges apply through date of check out. Contact the Records Office to drop/withdraw from classes PRIOR to completing this form. You must check out of the residence halls within 48 hours of dropping/withdrawing from classes.
- Cancel for Spring Semester due to departure from BSU:** Transferring Leaving School
- Cancel by December 1, 2019** and check out of room by noon on December 19, 2019 (room charges through the end of fall).
- Cancel on December 2, 2019 or later** and check out of room by noon on December 19, 2019 (room charges through the end of fall plus a \$150 late fee).

Upperclassmen Students – Complete this Section:

- Cancel Prior to the Start of the Contract** (Fall Semester: prior to August 23, 2019; Spring Semester: prior to January 11, 2020)
Residents that provide written notice by August 1, 2019 and January 1, 2020 will receive a \$50 refund of the prepayment. Written notice received after August 1, 2019 and January 1, 2020 will forfeit the full prepayment, but is relieved of any further obligation under the contract.
- Immediate Withdrawal from Classes during the Semester**
Room charges apply through date of check out. Contact the Records Office to drop/withdraw from classes PRIOR to completing this form. You must check out of the residence halls within 48 hours of dropping/withdrawing from classes.
- Cancel for Spring Semester due to:** Transferring Leaving School Financial Living Off-Campus
 Medical Graduating Student Teaching Internship
- Cancel by December 1, 2019** and check out of room by noon on December 19, 2019 (room charges through the end of fall).
- Cancel on December 2, 2019 or later** and check out of room by noon on December 19, 2019 (room charges through the end of fall plus a \$150 late fee).

3. Communicate with your RA to schedule a check-out time.

If your RA is unavailable, another RA in your building may assist you with the check-out process.

Student's Signature

Date

Student will be notified via email if cancellation request has been approved or denied. Refunds or applicable charges will be determined upon receipt and review of student's check-out packet. Eligible refunds will be returned to the student or applied to any outstanding balance owed to the University. Applicable charges will be posted to the student's account.

Return to: 1500 Birchmont Drive NE #33 (Walnut Hall)
Bemidji MN 56601
Fax: 218-755-3753; Email: reslife@bemidjistate.edu