



# Cancellation Request for University Heights 2019-2020

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

BSU ID #: \_\_\_\_\_ Room Assignment: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**University Heights Agreement is binding through the full term of the contract unless one of the options in part 1 below applies. *Mid-year cancellation while continuing to attend BSU is not allowed.***

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

**Cancel Prior to the Start of the Contract**

Notice must be postmarked no later than 30 days prior to the contract start date to receive a \$50 refund of the prepayment. Notice received less than 30 days prior to the start of the contract state date forfeits the full prepayment, but the applicant 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 University Heights apartment within 48 hours of dropping/withdrawing from classes.

**Transferring to Another School**

Room charges apply through July 31 for Summer, December 31 for Fall, and May 31 for Spring.

**No Longer Attending School**

Room charges apply through July 31 for Summer, December 31 for Fall, and May 31 for Spring.

**Graduation** (Status will be confirmed with the Records Office.)

Room charges apply through July 31 for Summer, December 31 for Fall, and May 31 for Spring.

**Internship/Student Teaching Requiring Relocation to:** \_\_\_\_\_

Room charges apply through July 31 for Summer, December 31 for Fall, and May 31 for Spring.

**2. Cancellation is requested for:**     Fall Semester     Spring Semester     Summer Semester

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

Schedule a time in advance to check out properly with your RA.

\_\_\_\_\_  
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, Lower Walnut Hall  
Bemidji, MN 56601  
Fax: 218-755-3753  
Email: reslife@bemidjistate.edu