



# Cancellation Request for Housing & Meal Plan 2023-2024

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

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

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

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 & Move-In** (Fall Semester: prior to August 17, 2023; Spring Semester: prior to January 6, 2024)  
Residents that provide written notice by August 1st and January 1st will receive a \$50 refund of the prepayment. Written notice received after August 1st and January 1st 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 checkout. 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, 2023, and** check out of room by noon on December 14, 2023 (room charges through the end of fall).
  - Cancel between December 2, 2023, and December 14, 2023, and** check out of room by noon on December 14, 2023 (room charges through the end of fall plus a \$150 late cancellation charge).
  - Cancel after December 14, 2023** (room charges through the end of fall plus a \$300 late cancellation/winter break charge – resident must check out of room within 48 hours).

**Upper Division Students – Complete this Section:**

- Cancel Prior to the Start of the Contract & Move-In** (Fall Semester: prior to August 17, 2023; Spring Semester: prior to January 6, 2024)  
Residents that provide written notice by August 1st and January 1st will receive a \$50 refund of the prepayment. Written notice received after August 1st and January 1st 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 checkout. 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
  - Online Student  Medical  Graduating  Student Teaching  Internship
  - Cancel by December 1, 2023, and** check out of room by noon on December 14, 2023 (room charges through the end of fall).
  - Cancel between December 2, 2023, and December 14, 2023, and** check out of room by noon on December 14, 2023 (room charges through the end of fall plus a \$150 late cancellation charge).
  - Cancel after December 14, 2023** (room charges through the end of fall plus a \$300 late cancellation/winter break charge – resident must check out of room within 48 hours).

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 a cancellation request for housing and meal plan has been approved or denied. Refunds or applicable charges will be determined upon receipt and review of the 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.