Cancellation Request for Housing & Meal Plan
2024-2025

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:
A 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 undergraduate to reside in university housing until completion of their first academic year.

☐ Cancel Prior to Moving In & the Start of the Contract (Fall Semester: prior to August 22, 2024; Spring Semester: prior to January 11, 2025)
Residents who 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 the 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:  ☐ Leaving School  ☐ Transferring to: ________________

☐ Cancel by December 1, 2024, and check out of room by noon on December 19, 2024 (room charges through the end of fall).
☐ Cancel between December 2, 2024, and December 19, 2024, and check out of the room by noon on December 19, 2024 (room charges through the end of fall plus a $150 late cancellation charge).
☐ Cancel after December 19, 2024 (room charges through the end of fall plus a $300 late cancellation/winter break charge – resident must check out of the room within 48 hours).

Upper-Division Students – Complete this Section:

☐ Cancel Prior to Moving In & the Start of the Contract (Fall Semester: prior to August 22, 2024; Spring Semester: prior to January 11, 2025)
Residents who 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 the 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, 2024, and check out of room by noon on December 19, 2024 (room charges through the end of fall).
☐ Cancel between December 2, 2024, and December 19, 2024, and check out of the room by noon on December 19, 2024 (room charges through the end of fall plus a $150 late cancellation charge).
☐ Cancel after December 19, 2024 (room charges through the end of fall plus a $300 late cancellation/winter break charge – resident must check out of the room within 48 hours).

☐ Mid-Spring Semester Cancellation for Academic Purpose:
☐ Eurospring  ☐ Capstone  ☐ Other: ________________
Date(s) Needing On-Campus Housing During Semester: ____________________________ (Room charges apply through the date of checkout.)

3. Communicate with your RA/PAA to schedule a check-out time.
If your RA/PAA is unavailable, another RA/PAA 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.