

## Cancellation Request for Housing & Meal Plan 2024-2025

First-Year Students - Complete this Section:  Areminder that the <u>University's Residential Living Requirement Policy</u> requires all First-year students who are one year removed from high school graduation a 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 freight 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:	Last Name:		First Name:				
1. Cancellation is requested for:	BSU	ID #:	Room A	ssignment:			
2. Mark the applicable reason below for requesting to cancel (only select one option):  First-Year Students – Complete this Section:  Areminder that the University's Residential Living Requirement Policy requires all First-year students who are one year removed from high school graduation an international students who are classified as unamired 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 550 refund of the prepayment. Written notice received after August 1st and January 1st will receive do fany 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 halis within 48 hours of dropping/withdrawing from classes.    Cancel for Spring Semester due to departure from BSU:	Phon	ne:	Email:				
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Ctudent's Signature					ocess.		
	_	itudent's Signature					

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.