

Last Name: _____ First Name: _____

BSU ID #: _____ Building & Room Number: _____

Phone: _____ BSU/NTC 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 20, 2026; Spring Semester: prior to January 9, 2027)

Residents who provide written notice by August 1 and January 1 will receive a \$50 refund of the prepayment. Written notice received after August 1 and January 1 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, 2026, and** check out of room by noon on December 17, 2026 (room charges through the end of fall).

☐ **Cancel between December 2, 2026, and December 17, 2026, and** check out of the room by noon on December 17, 2026 (room charges through the end of fall plus a \$150 late cancellation charge).

☐ **Cancel after December 17, 2026** (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 20, 2026; Spring Semester: prior to January 9, 2027)

Residents who provide written notice by August 1 and January 1 will receive a \$50 refund of the prepayment. Written notice received after August 1 and January 1 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, 2026, and** check out of room by noon on December 17, 2026 (room charges through the end of fall).

☐ **Cancel between December 2, 2026, and December 17, 2026, and** check out of the room by noon on December 17, 2026 (room charges through the end of fall plus a \$150 late cancellation charge).

☐ **Cancel after December 17, 2026** (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.