



For Office Use Only:	
Date Received	_____
Cancellation Fee	_____
Residence	_____
Billed	_____

2019-20 Housing Contract Cancellation Form

Department of Housing

Name: _____ ID#: _____

2019-20 room assignment _____

Check one of the approved reasons below for canceling your housing contract for the 2019-20 academic year.

- Withdrawing
 Studying Abroad
 Graduating
 Eligible to live off campus *(pending residency waiver requests are not accepted as a reason)*

PLEASE NOTE: Cancellation fees will be as follows:

- Cancel by May 31, 2019 student account charged \$100
 - Cancel by June 30, 2019 student account charged \$200
 - Cancel by July 31, 2019 student account charged \$300
 - Cancel August 1, 2019 or later, student account charged \$400
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*I understand the cancellation fees are charged based on the date my request is received by the Housing Office.
 I understand my request to cancel is pending until my reason stated above has been verified with the appropriate office.*

 Signature

 Date

RETURN TO: Pacific University, Housing Office, Clark Hall, UC Box A102, Forest Grove, OR 97116, or housing@pacificu.edu,
 or Fax: 503.352.2936