



DEPARTMENT OF RESIDENTIAL LIFE & FRATERNITY & SORORITY AFFAIRS

PETITION TO CANCEL HOUSING AGREEMENT

(PLEASE PRINT CLEARLY)

Name \_\_\_\_\_ ID# \_\_\_\_\_
Last First MI

Bldg Assignment \_\_\_\_\_ Room \_\_\_\_\_ Unit# \_\_\_\_\_ Phone# \_\_\_\_\_
Where you can be reached

Home Address: \_\_\_\_\_
Street City St Zip

Birthdate \_\_\_\_\_ Age \_\_\_\_\_ Gender: [ ] Male [ ] Female

Earned Credit Hours \_\_\_\_\_ YR: [ ] FR [ ] SO [ ] JR [ ] SR [ ] GR

Check Applicable Semester & Year: [ ] Fall \_\_\_\_\_ [ ] Spring \_\_\_\_\_ [ ] Summer \_\_\_\_\_

PLEASE PROVIDE A FULL, DETAILED EXPLANATION FOR YOUR REQUEST IN THE SPACE BELOW. ADDITIONAL DOCUMENTATION MAY BE REQUESTED BY THE UNIVERSITY, OR MAY BE VOLUNTARILY SUBMITTED WITH THIS REQUEST:

Five horizontal lines for providing a detailed explanation for the request.

PLEASE INDICATE THE GENERAL CATEGORY APPLICABLE TO YOUR REQUEST:

[ ] Medical (Doctor support & evidence of need is required.) [ ] Academic [ ] Financial [ ] Personal
(Please attach any required documentation with this appeal form. This will expedite your petition.)

Student Signature \_\_\_\_\_

Office Use Only:

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Pending \_\_\_\_\_ Effective Date of Cancellation \_\_\_\_\_

Cancellation Fees:

[ ] None [ ] \$300 [ ] \$600 [ ] \$900 [ ] \$1000 +(Prorated Daily Housing Rate) \_\_\_\_\_

Average Housing Rate To Be Assessed [ ] Yes [ ] No Amount: \_\_\_\_\_

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

## UNIVERSITY HOUSING POLICY (2008 – 2009)

### **2008 – 2009 ON-CAMPUS HOUSING EXPECTATION**

All first-year, sophomore, and junior students who currently reside in on-campus housing are required to live in on-campus housing for the full academic year. This requirement applies to students who have earned less than 90 credit hours as of August 1, 2008. Students receiving scholarships covering all direct expenses will be expected to live in on-campus housing regardless of class level.

Exceptions to this policy include only first-year, sophomore, or junior students who are 22 years of age or older as of August 1, 2008, those who are married, or those who reside with immediate family. (Immediate family is defined as: parents, grandparents, guardian, or sibling not also enrolled at Stetson University.) Students participating in a university-approved, off-campus internship that requires them to live outside of the local area may also be exempt from this policy.

The Housing Agreement or Lease is binding for the full academic year, fall & spring semesters. Students wishing to cancel their Housing Agreement or Lease may be assessed a cancellation fee ranging from \$300 up to \$1000 based on the cancellation date.

Documentation confirming that a student qualifies for an exemption from this policy based upon the criteria listed above will be required. Students who do not adhere to this policy and choose to live off-campus will be assessed a housing charge equal to the average two-semester rate for University housing for the applicable year of enrollment. (The average two-semester housing rate for 2008 – 2009 is \$4776.00)

Please note: Due to changes in the student population and occupancy needs, changes to this policy may occur. Please check with the Department of Residential Life & Fraternity & Sorority Affairs for possible changes made after this publication's print date.

### **IMPORTANT EXERPTS FROM YOUR UNIVERSITY HOUSING AGREEMENT:**

**2. Period of Agreement.** This agreement shall be binding for the full academic year defined as Fall and Spring Semester during which the student is enrolled unless otherwise stated. This Agreement shall become effective on the first day of the Fall semester of the academic year stated above or the first day of the Spring semester for students initiating the agreement at that time, and shall terminate at the end of the ensuing Spring Semester. The student agrees to live in the designated University facility during the entire period of this agreement, or that portion of the Agreement, which remains after the student's enrollment. If the student is released from this Agreement, for reasons in Section 7 below, then re-enrolls in the University during subsequent semesters during the period of the Agreement, the student's obligation is reinstated for the duration of the period of this Agreement. In such a case, the student must notify the Department of Residential Life and Fraternity & Sorority Affairs so that a room may be reassigned to the student.

**6. Residency Requirement.** All students MUST live in residential facilities unless they meet one or more of the following criteria:

- a. The student has earned ninety (90) academic hours (Senior status) by August 1 of this agreement;
- b. The student is married by August 1 of this agreement and provides proof of marriage;
- c. The student resides with immediate family and commutes to class (members of family for this purpose are defined as parent(s), guardian, grandparent(s), or brother/sister, not enrolled at Stetson University);
- d. The student is participating in a university-approved, off-campus internship that requires them to live outside of the local area; or
- e. **The student has reached the age of twenty-two (22), by August 1 of this agreement.**

**Students who are in these categories and who sign this housing agreement before the effective date of this agreement (SEE SECTION 2) are not eligible to petition to move off-campus after the agreement becomes effective, unless they meet the criteria set forth below in section 7. Cancellations made after May 31 will be subject to a variable cancellation fee. Cancellations from JUNE 1- 30 will incur a \$300 cancellation fee; Cancellations from JULY 1-31 will incur a \$600 cancellation fee; Cancellations from AUGUST 1 TO THE START OF CLASSES will incur a \$900 cancellation fee; And any cancellation fee after the start of the semester/academic year will incur a \$1000 cancellation fee in addition to charges for the period of occupancy.**

**7. Cancellation Procedures:**

- a. The Housing Agreement may be terminated by a student after the effective date of this agreement (as defined under section 2 above) for the following reasons only:
  - (1) Student does not enroll in the University (**no** petition required);
  - (2) Student withdraws from the University (**no** petition required);
  - (3) Student graduates from the University (**no** petition required);
  - (4) Student is placed on academic/disciplinary suspension (**no** petition required);
  - (5) Student enrolls for less than eight (8) semester hours (petition **IS** required);
  - (6) Student enrolls in a University-approved, off-campus program or off-campus internship for the period of the internship (petition **IS** required);
  - (7) Student presents evidence of marriage (petition **IS** required); or
  - (8) Student moves to home of immediate family to commute (petition **IS** required).
- b. Students who do not meet the terms to terminate this agreement (as indicated in 7A above) and who fail to physically occupy their rooms as determined by a member of the Department of Residential Life & Fraternity & Sorority Affairs staff in favor of an off-campus location will forfeit their assignment in the residential facility and will be assessed a charge equal to the average housing cost calculated for each semester. Should they decide to re-enter housing for the remainder of the Agreement period, they will be reassigned to available space with any applicable adjustment in rental charges made.
- c. In order to terminate this agreement under the criteria stated in Section 7A subsections (5) through (8) above, the student: (1) shall submit a written petition to the Director of Residential Life and Fraternity & Sorority Affairs or his/her designee at least 2 calendar weeks prior to the first day of classes for the semester for which the student desires to terminate the Agreement; and (2) must receive specific permission from the Director of Residential Life and Fraternity & Sorority Affairs or his/her designee. Termination's for reasons included in Section 7A, Subsections (1) through (4), are exempted from this process.
- d. Students who are enrolled in a University-approved off-campus internship must receive written permission in advance to be exempt from the Agreement for that particular time in order to receive a refund.
- e. The student shall vacate the assigned room within twenty-four (24) hours of release from this Agreement or from withdrawal from the University, unless an extension is authorized by the Department of Residential Life and Fraternity & Sorority Affairs.
- f. Students approved to live off-campus for any reason may be required to complete a "Statement of Residency" form and to have the form notarized.