



VIRGINIA STATE UNIVERSITY
Department of Residence Life and Housing
Housing and Food Service Agreement Cancellation & Exit Form

The VSU Housing contract is a **one-year agreement** as stated in the Housing and Food Service Agreement and Residence Community Guide to Living. Requests for contract cancellation may be allowed (but are not guaranteed) for extenuating circumstances.

I, _____ am requesting permission to be released from the Housing & Food Service Agreement and would like for the room and board charges to be removed from my account

I am requesting to cancel contract for: Fall 20 _____ Spring 20 _____ Summer 20 _____
 Or

I will not be returning to University housing for the 20__ - 20__ academic year.
 Students with 59 credits and under are required to live on campus

I understand that the charges will **NOT** be removed from my student account until check out procedures have been properly completed with residence hall staff and a **room key** has been turned in to the Residence Coordinator.

I understand that I will be **charged** a \$500.00 cancellation fee if cancelling my assignment or exiting the Residence Hall after the dates outlined in the Housing and Food Service Agreement.

REASON FOR CANCELLATION/EXIT	*CHECK ALL THAT APPLY	
Moving Off Campus	Judicial Sanction	Moving To UAE
Transferring	Personal Issues	Not Attending
Financial Reasons	Military Obligations	Studying Abroad
Graduation		
Please take a minute to expand upon your reasons for canceling. Your responses are appreciated and will be kept in confidence. Please check all that apply.		
Preference for private bedroom	Small size of Room	
Living with friends	Rules, regulations and policies in general	
Visitation restrictions	Alcohol restrictions	
Policies not enforced	Quiet hours not enforced	
Too expensive	Prefer to live at home	

Name: _____

V Number: _____ **Room Number:** _____

Residence Hall: _____ **Semester:** _____

 Signature Date

FOR OFFICIAL USE ONLY	Date Stamp Here
Deposit	
Refund _____	
Forfeiture _____	