

Housing Cancellation Notice

(revised 5/11)

Name _____ ID # _____ Date Submitted _____

Campus Address _____ Phone _____
(Residence Hall, Room, and Ste. Box)

Permanent Address _____ Phone _____
(Street or PO Box)

(City, State, and Zip Code)

Classification So ____ Jr ____ Sr ____ Grad ____ (**Freshmen are required to live on campus**)

Date moving out of hall _____

Cancellation is for Fall _____ Spring _____ Summer _____
(year) (year) (year)

Reason for leaving residence hall (Check one):

_____ Academic suspension

_____ Co-op, internship, or student teaching (**outside a 30 mile radius of the Cullowhee Campus and not enrolled in any other WCU Classes**)

Major _____ Location of Co-Op: _____

_____ Graduation

_____ Majority of my WCU classes are not on the Cullowhee campus.

_____ Marriage (Please attach a copy of the marriage certificate)

_____ Official withdrawal

_____ Transferring to another school

_____ Other _____

All students moving out of the residence halls must properly check out with a Resident Assistant and return all keys. Failure to do so will result in an improper checkout (\$35.00 fine) and possibly other charges. Students who cancel their contract after June 1 for reasons that are not listed above are subject to a contract cancellation fee.

Signature _____

For Office Use Only

RCR _____ Date Received _____ CA HSG/MP _____

Breach of Contract _____ Authorized Signature _____