



Prince William Sound Community College Housing Cancellation Form

Name: _____ Student ID Number: _____

Expected check-out date: _____ Room Number: _____

Email Address: _____ Cell Number: _____

This section is for those that have NOT MOVED into housing as of yet. Please note that there are financial consequences for canceling housing after certain dates. See the chart on page two for details.

- I wish to cancel my PWSCC Housing Application for (circle one) Fall Summer Spring of _____(year)
Reason:

- I wish to postpone my PWSCC Housing Application until (circle one) Fall Summer Spring of _____(year)

(Please skip to the final signature portion of this form.)

This section is for those that CURRENTLY living in housing under an active Agreement.

- I have chosen to cancel my PWSCC Housing Agreement
Please check the following reason(s) for canceling your housing agreement.
- Financial Reasons, difficulty in paying rent
 - Moving home with family
 - Moving off-campus in order to live with friends or a partner
 - Found rent cheaper off-campus
 - Roommate conflicts: (circle one) I HAVE or HAVE NOT had staff assistances for my situation
 - No longer enrolled in full-time classes
 - Ineligible due to grades
 - Health reasons
 - Family Reasons
 - No longer enrolled at PWSCC/withdrawing/transferring
 - Taking time off from school
 - Other: _____

How long have you lived in student housing: _____

Date you will be moving out: _____ Time you will be moving out: _____

Would you consider returning to PWSCC Housing in the future? YES NO MAYBE

Why or why not? _____

I AGREE TO THE FOLLOWING PRIOR TO MOVING OUT: (initial each item)

_____ A. I agree to clean my assigned housing space before vacating, including my room and shared public areas.

_____ B. I will follow all checkout procedures, including, but not limited to:

1. Contacting a staff member at least 24 hours in advance to checkout appointment.
2. Turning in my key(s) to the staff member at the time of the checkout appointment.

_____ C. I will be completely checked out by the deadline. If I am not, I will be charged a \$50 improper checkout fee and any other applicable fees and I may have my belongings removed from the premises by staff members.

_____ D. Follow all PWSCC Residence Life Handbook policies in place for moving out of Housing.

Any cancellation of the agreement on or after July 1st for the Fall Term or after December 1st for Spring Term will have the following financial consequences. All notification of cancellations must be submitted in writing by filling out this form and sent to Student Services.

Fall Applicant Dates	Spring Applicant Dates	Financial Consequences
Before July 1	Before November 15	No charge, deposit refunded without penalty
July 1 – July 31	November 15 – December 15	Forfeit of deposit
August 1 – Day prior to Move-In	December 16 – Day prior to Move-In	Forfeit of deposit and \$300 agreement break fee
Move-In Day – September 15	Move-In Day – February 5	Forfeit of deposit, \$500 agreement break fee plus daily housing rate for days unit was unavailable for re-renting
September 16 – end of semester	February 6 – end of semester	Eligible for return of deposit, no refund of semester housing charges

I, _____, understand that by cancelling my housing agreement and/or housing application that additional charges may be applied to my student account as well as a forfeit of my housing deposit. Additionally if I leave housing without following procedures set forth in the Student Handbook or Residence Life Handbook there will be additional charges added to my student account.

Signature

Date

Office Use Only

Date Cancellation Notice Received by Student Services: _____ Received By (Init'ls): _____

TOTAL CHARGES: \$ _____ TOTAL CREDIT: \$ _____ Dir. Student Services: _____

Date applicable charges/refunds posted to student account: _____ Posted By (Init'ls): _____

NOTES: