

Cancellation of the Undergraduate Housing Contract

A student must submit a *Cancellation Request Form* to request termination of their Housing license. The form is available online in the MyForms section of MyHousing via TUPortal. All requests must be submitted online. Students with limited access to a computer can visit the Office of Assignments and Billing on the 2nd floor of 1910 Liacouras Walk to submit this form.

Students who complete a Cancellation Request Form will provide documentation which will be reviewed by University Housing and Residential Life. Students will receive written confirmation of their cancellation status from the Office of Assignments and Billing in University Housing & Residential Life. A student is only considered cancelled from their Housing License with a written confirmation, in which case the student remains financially responsible in accordance to the provisions listed below.

Cancellation Timeline for all undergraduate students assigned to or self-select housing:

- **Prior to May 15, 2018** • *Students may cancel their housing request with no financial fee.*
- **From May 16, 2018 to July 16, 2018** • *Students will forfeit the \$250 advance payment of their Housing Deposit.*
- **From July 17, 2018 to August 26, 2018** • *Students will forfeit the \$250 advance payment of their Housing Deposit and be charged an additional \$500 cancellation fee.*

Students who are granted an approval to cancel University Housing under these conditions will have their housing charges prorated from the start date of the license period through the date of their official check-out of University Housing. Further, these students may be assessed a cancellation fee in accordance with the housing license for 2018-2019. Once a student cancels housing, they can continue with, change or request to cancel their current meal plan (if eligible).

Students may be granted approval to Cancel University Housing for the following reasons:

1. Withdrawal from Temple University

Required Documentation: Official University Transcript or class schedule detailing withdrawal from all registered classes.

2. Transferring to another College or University

Required Documentation: Transfer acceptance letter from new college/university.

3. Graduation

Required Documentation: Copy of application to graduate.

4. Attendance of Study Abroad Program

Required Documentation: Acceptance Letter from Study Abroad program.

5. Participation in Full-time Internship

Required Documentation: Acceptance letter from company of internship or academic program coordinating the internship.

6. Required participation in Government Service

Required Documentation: Service letter from government.

7. Student Death (Submitted by family on behalf of deceased student)

Required Documentation: Death certificate.

8. Academic Dismissal

Required Documentation: Dismissal letter from the school/college.



Student Affairs
University Housing and Residential Life

1910 Liacouras Walk, Suite 201-301
Philadelphia, PA 19122
phone: 215-204-7184
fax: 215-204-3261
email: housing@temple.edu
web: housing.temple.edu

9. Extenuating Circumstances

Students who wish to cancel housing for extenuating circumstances will need to complete the *Petition for an Excused Cancellation Due to Extenuating Circumstances Form*. Extenuating Circumstances refer to situations that are beyond the student's control and which inhibit continued enrollment or residence at the University. These circumstances include the following categories:

a. Serious Medical Condition (for the student)

Required Documentation: Petition for an Excused Cancellation Due to Extenuating Circumstances Form & Medical Provider Statement.

b. Financial Hardship

Financial Hardship is defined as a significant unforeseen change in the student's financial circumstances since entering into the housing license that prohibits the student from fulfilling their obligation to the housing license. Appeals must be initiated by the student obligated to the housing license. Financial Hardship that would impact the student's ability to remain in residence includes but is not limited to, loss or reduction of employment for primary payer (as determined by FASFA application).

Required Documentation: Petition for an Excused Cancellation Due to Extenuating Circumstances Form & the student must arrange a meeting with Student Financial Services for a formal assessment of financial aid status.

c. Other Extenuating Circumstances

Cancellation fees are associated with the student's length of stay and their official check out date (*after an approved cancellation*). Students are encouraged to contact the Office of Assignments and Billing in University Housing and Residential Life if a student plans to move out of University Housing.

Students who are denied a cancellation and still choose to voluntarily move out of University housing will continue to be held responsible for all housing and meal plan charges for the balance of the license period.

Cancellation of Meal Plan

Students may apply for a release from the Dining Services Agreement with supporting documentation stating the reason for their release request. Releases are only considered for medical and/or religious reasons. Requests are reviewed and decided by the University on a case-by-case basis. If a student's request for release is denied, they will remain responsible for all fees associated with their meal plan, whether used or not.

As stated in 2018-2019 Undergraduate Housing License, changes to meal plans for the current semester are only accepted from the start of classes through Friday, September 7, 2018 (for fall 2018) and Monday, January 28, 2019 (for spring 2019). During this time period, a student may be permitted to decrease or cancel their Meal Plan Package. Only students living in an assignment that does not require a meal plan may cancel their meal plan package. Students living in an assignment that requires a meal plan package may not reduce their meal plan package below the minimum required for that Housing facility. After these dates, students are responsible for the total cost associated with their Meal Plan Package for the entire agreement period. Students who opt not to use their meal plan are still responsible for the total cost associated with their Meal Plan Package. Students living in a facility that requires a Meal Plan and then moves to a facility that does not, have the option to cancel their Meal Plan within one week of their move.