

All refunds, if due, take 4-6 weeks to process and will be mailed to the permanent address on file with the university.

HOUSING RESERVATION CANCELLATION

Name: Last	First	MI	Texas State ID
Permanent Address: Street / PO Box			Student Email Address (prefer TX State address; use personal prior to enrollment)
City	State	Zip Code	Student Cell Phone Number
Date of Birth (mm/dd/yyyy)	Current Age	Permanent Phone Number	

Current Status (Please Circle): Continuing Student Incoming Student

Hall assignment (for semester cancelling) if assigned? Hall: _____ Room: _____

Are you required by the University Housing Policy to live on campus? YES NO

If yes, have you applied for an exemption request? YES NO

Classification:

- Freshman
- Sophomore
- Junior
- Senior
- Graduate
- Post-Graduate

Cancelling For:

- Fall (returning for spring? Y OR N)
- Spring
- Mini-Session
- Summer I
- Summer II

Reason for Cancellation:

- Not enrolling at Texas State
- Withdrawal (must check out of hall within 24 hrs of withdrawing)
- Graduation (with documentation)
- Student teaching/internship
- Attending another university

CANCELLATIONS ARE ONLY GRANTED TO STUDENTS WHO WILL NOT BE ENROLLED FOR THE CANCELLED SEMESTER.

CANCELLATION DEADLINES

09 – 10 academic year (contract beginning in fall semester):

- Through May 20th - \$250 refund
- May 21st to June 15th – \$ 200 refund
- June 16th to July 15th – \$100 refund
- July 16th or later – Entire amount forfeited

2010 spring-only contract (contract beginning in spring semester):

- Through Oct. 20th – \$250 refund
- Oct. 21st to Nov. 15th – \$200 refund
- Nov. 16th to Dec. 15th – \$100 refund
- Dec. 16th or later – Entire amount forfeited

Summer Mini Session: May 8th

Summer Sessions I and II: See online link for summer school housing at www.reslife.txstate.edu

I understand that if I am subject to the University Housing Policy, I must have an approved exemption request prior to registration for any subsequent semester; if I have already pre-registered and do not have an approved exemption request, then this cancellation request will be VOID.

Student Signature _____

Date _____