

# Housing License Agreement and Meal Plan Termination Request

## Housing and Dining Programs

Name \_\_\_\_\_ Student I.D.# \_\_\_\_\_ Email \_\_\_\_\_

Hall \_\_\_\_\_ Room # \_\_\_\_\_ Meal Plan \_\_\_\_\_ Class Standing \_\_\_\_\_

Withdrawal Term :  Fall Semester 2009  Spring Semester 2010  Other Term: \_\_\_\_\_

**Cancel:**  Housing Only (Complete I & III)  Meal Plan Only (Complete II & III)  Housing & Meal Plan (Complete ALL)

### I. Housing License Agreement Termination

\_\_\_\_\_ (Initial) I have read and understand the terms and conditions of the Housing License Agreement, specifically sections 5 and 10 regarding cancellation charges. I understand that appeals of such charges will only be considered in cases where student can provide acceptable documentation clearly establishing a substantial and unforeseeable change, as determined by the university, in student's personal/financial circumstances since the date of the student's housing application (i.e. loss of family income, serious health/medical problems in the family, death of a family member, etc.)

a. Approved withdrawals from Housing (*Proper documentation must be submitted along with this form. Please reverse for a list of examples of documentation.*)

- Withdrawal from University  Graduation  Study Abroad  
 Leave of Absence  Military Deployment

b. Unapproved withdrawals from Housing

Moving Off-Campus: Please indicate why you have decided to move off campus: \_\_\_\_\_

### II. Meal Plan Agreement Termination

\_\_\_\_\_ (Initial) I have read and understand the Meal Plan Terms and Conditions. I understand that a meal plan can only be cancelled for the reasons listed below. All first and second semester residents living in the residence halls are required to be enrolled in the 150, 200, or Super plan and cannot cancel. All third- and fourth-semester residents are required to be enrolled in a meal plan and cannot cancel. If a student wishes to petition for an exemption to the meal plan on medical or religious grounds they must first attempt to work with the University to explore all options within the Dining Program. If it is determined that the University cannot meet the student's need he/she must submit a written petition form with documentation clearly establishing why the student believes the program cannot meet his/her needs.

Approved terminations for Meal Plan (*Proper documentation must be submitted along with this form. Please reverse for a list of examples of documentation.*)

- Withdrawal from University  First 15 days of semester (cannot choose if in first or second year in housing)  
 Graduation  Study Abroad  
 Leave of Absence  Nebraska Hall/Off Campus Resident  
 SIS Dual Degree Program

### III. Signature

I understand that submitting this document does not constitute an appeal (for housing) or petition (for meal plans). Appeals/petitions of housing and/or dining charges must be submitted in writing within 30 days with support documentation to: Assistant Director of Housing Operations, Housing and Dining Programs, Anderson Hall, 4400 Massachusetts Avenue, NW, Washington DC, 20016. Appeals will be reviewed on an individual basis.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Housing License and Meal Plan Agreement Termination Request Process and Procedures

Entering into a Housing License and Meal Plan Agreement with Housing and Dining Programs at American University is no different from entering in an apartment lease with an off-campus apartment complex and you are held financially accountable for either of these obligations. Students requesting a Housing License and Meal Plan Agreement Termination need to follow the procedures outlined below in order to have their request processed:

If you wish to terminate your Housing License and/or Meal Plan Agreement due to **Withdrawing from AU** you must do the following:

- ✓ Complete the Housing License and Meal Plan Agreement Termination Request form
- ✓ Provide official documentation from the Registrar's Office that you have withdrawn from AU
- ✓ Include any other documentation explaining the circumstances
- ✓ Return all Termination Request materials to the Housing and Dining Programs office at the time you would like to terminate your Housing License and Meal Plan

If you wish to terminate your Housing License and/or Meal Plan Agreement for **Financial Reasons (but remaining at AU)** you must do the following:

- ✓ Complete the Housing License and Meal Plan Agreement Termination Request form
- ✓ Provide evidence that living in a Residence Hall constitutes substantial financial hardship
- ✓ Return all Termination Request materials to the Housing and Dining Programs office at the time you would like to terminate your Housing License and Meal Plan

If you wish to terminate your Housing License and/or Meal Plan Agreement for **Medical Reasons (but remaining at AU)** you must do the following:

- ✓ Complete the Housing License and Meal Plan Agreement Termination Request form
- ✓ Provide documentation from a Medical Practitioner explaining the circumstances
- ✓ Return all Termination Request materials to the Housing and Dining Programs office at the time you would like to terminate your Housing License and Meal Plan

If you wish to terminate your Housing License and/or Meal Plan Agreement because you are **graduating, studying abroad, recently married, or are going onto active duty for the military** you must do the following:

- ✓ Complete the Housing License and Meal Plan Agreement Termination Request form
- ✓ Proper documentation that will validate your circumstances, including official documentation from an Academic Advisor, Office of the Registrar or Study Abroad Office; official documentation of military deployment; official documentation of marriage
- ✓ Include any other documentation explaining the circumstances
- ✓ Return all Termination Request materials to the Housing and Dining Programs office at the time you would like to terminate your Housing License and Meal Plan

If you wish to terminate your Housing License and/or Meal Plan Agreement for **a reason other than what it is listed above**, you must do the following:

- ✓ Complete the Housing License and Meal Plan Agreement Termination Request form
- ✓ Include any other documentation explaining the circumstances
- ✓ Return all Termination Request materials to the Housing and Dining Programs office at the time you would like to terminate your Housing License and Meal Plan

For questions regarding this process, please contact the Housing and Dining Programs Office at 202-885-3370 or email us at [housinganddiningprograms@american.edu](mailto:housinganddiningprograms@american.edu).