



# UB Housing Application Cancellation Form

**Residence Halls & Apartments:** Prior to occupancy, residents who cancel their room reservation before May 1<sup>st</sup> (fall semester) or December 1<sup>st</sup> (spring semester) are entitled to a refund of their housing deposit. After May 1<sup>st</sup> (fall semester) or December 1<sup>st</sup> (spring semester), only those students who are officially withdrawing or taking a leave of absence from the University for the upcoming semester will be permitted to cancel their housing agreement. Students who remained enrolled will not be able to cancel their agreement after May 1<sup>st</sup>. Approved cancellations after May 1<sup>st</sup> (fall semester) or December 1<sup>st</sup> (spring semester) will be assessed a \$300 late cancellation charge. The housing deposit will be applied towards the charge if applicable. Additional conditions and charges may apply for on-campus apartments. Please review the 'Terms and Conditions of the Campus Living Agreement' for the full housing agreement obligations.

**Name:** \_\_\_\_\_  
LAST FIRST M.I.

**PN #:** \_\_\_\_\_ - \_\_\_\_\_ **Gender:** Male Female  
(Circle One)

**Home Address:** \_\_\_\_\_  
NUMBER & STREET CITY STATE ZIP

**Cell Phone:** (\_\_\_\_) \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**What are you Cancelling:** (Check One)

\_\_\_\_ Residence Hall Application      \_\_\_\_ Campus Apartment Application      \_\_\_\_ All Campus Housing Applications

**Reason for Cancellation** (Check One)

\_\_\_\_ Withdrawing from UB      \_\_\_\_ Accepted RA/AA Position      \_\_\_\_ Transferring out of UB  
\_\_\_\_ Moving to Greiner Hall      \_\_\_\_ Taking a Leave of Absence      \_\_\_\_ Moving to On-Campus Apartment  
\_\_\_\_ Study Abroad      \_\_\_\_ Moving Off Campus (Choose One)      \_\_\_\_ Graduation  
\_\_\_\_ Sweet Home/Villas      \_\_\_\_ University Heights  
\_\_\_\_ Commuting from Home      \_\_\_\_ Other (Off-Campus)

\_\_\_\_ Other: \_\_\_\_\_

**Applicant's Signature** \_\_\_\_\_

**Today's Date** \_\_\_\_\_

1. **Assigned a Room?** YES NO

If yes... \_\_\_\_\_  
HALL/APT ROOM # SIZE

**Application Type:** \_\_\_\_\_ **Contract Start Date:** \_\_\_\_\_

\_\_\_\_ Deleted Booking/Manual Allocation Undo (for Greiner no shows)  
\_\_\_\_ Cancelled Application in RMS      \_\_\_\_ Change to GRADE 3  
\_\_\_\_ Type of Deposit (P, \$, N, E-Pay, Waiver) – RH/GRE only  
\_\_\_\_ Late Cancellation billed to SA (if applicable). Amount: \_\_\_\_\_  
\_\_\_\_ Entered in ALL appropriate RMS codes

DATE \_\_\_\_\_ STAFF INITIALS \_\_\_\_\_

2. **Eligible for Residence Hall Deposit refund?** Yes No  
**Eligible for Apartment Deposit refund?** Yes No

If yes...

<u>Residence Halls</u>	<u>Apartments</u>
____ Refund Sheet # _____	____ Refund Sheet # _____
____ Other _____	____ Other _____

If no...

<u>Residence Halls</u>	<u>Apartments</u>
____ Left \$ in deposit file <b>OR</b> ____ Forfeited in RMS	____ Left \$ in deposit file <b>OR</b> ____ Forfeited in RMS