



Business Administration Office

3400 N. Maryland Ave.

Milwaukee, WI

53211-2953

414-229-4065 phone

4140229-4127 fax

www.universityhousing.uwm.edu

CONTRACT CANCELATION FORM

ACADEMIC YEAR 2011-2012 or SPRING 2012 TERM

Applicable if:

- I am no longer attending UWM and I've submitted a contract for housing.
- I choose to no longer reside in University Housing (prior to entry).

If you decide not to reside in on-campus housing and/or decide not to attend the University of Wisconsin-Milwaukee, you can request to be released from your housing contract if you send us notice of your intent to cancel by submitting this Contract Cancellation Form. This form is only applicable prior to your assigned date of entry or contract start date. If your contract start date has passed or you have moved in please complete the Contract Termination form. **If you are no longer planning on attending UWM, you must submit this form to cancel your University Housing contract as well as contact Enrollment Services (Bolton 272, (414)229 -5775) to withdraw from the university. This form does not cancel your obligation to the University.**

Submit one of the following ways:

Mail: UWM University Housing Sandburg Halls 3400 N. Maryland Avenue Milwaukee, WI 53211-2953	Fax: 414.229.4127	Email Attachment: university-housing@uwm.edu
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Cancellation by Resident: Special Circumstances:

- Students denied admissions to UWM are eligible for a full refund provided they notify University Housing promptly in writing by submitting this form. Student must submit documentation to show that your admission was denied when submitting this form.
- Students who are not able to attend UWM due to personal illness, family illness, military obligations or serious emergency which prevents the residents' attendance may be eligible for cancellation without penalty. Student must submit proof of special circumstance in additional to this form.

By May 1, 2011/January 1, 2012: No Cancellation Fee

If you inform University Housing via the Contract Cancellation form by May 1, 2011 (Academic Year contact) or January 1, 2012 (spring term only) of your intent to not live within University Housing we will return your \$50 advance payment.

After May 1, 2011/January 1, 2012: \$50 Cancellation Fee

All contract holders who cancel their contract after May 1, 2011/January 1, 2012 will forfeit their \$50 advance payment. Contracts received after this deadline will be subject to this penalty deadline.

I, _____, am notifying University Housing that I do not intend to reside in University Housing for the Academic Year 2011-2012 (or spring term only). I am requesting to be released from my University Housing and Restaurant Operations contracts. I understand that I will be liable for cancellation penalties as listed above and in the contract book.

Student Name:	Campus ID:
UWM Email:	Phone:
Street Address:	
City, State, Zip	
Signature:	Date:

For Office Use Only:

HMS cancel date entered by _____ on _____

Cancellation Routing Form Completed

PAWS updated if applicable.

Time Stamp