

Request for Early Termination

Housing Contracts are made for the academic year (August – May) or balance thereof if signed after the beginning of the term as stated in Section 1.2. Students who move out of the residence hall during the term of this contract are not entitled to a refund EXCEPT those covered in SBHE Policy 830.2, SBHE Policy 510 or graduating.

Students wishing to move out of the residence hall during the term of this contract must fill out a Request for Early Termination. Students will be responsible for the room charges through the end of their contract, unless their Request for Early Termination is approved.

Vacancies caused by students withdrawing, graduating or fulfilling military duties will be given priority; vacancies caused by individuals applying for Early Termination but maintaining enrollment in the college will have their vacancies filled if the residence hall they occupied is at full occupancy.

STUDENT INFORMATION

Student Name		Student ID	
Email		Phone	

REQUEST DETAILS

Please identify the reason(s) for requesting to cancel your housing contract at this time: (check all that apply)

- Withdrawing from WSC
- Graduating from WSC
- Fulfilling military services
- Not Returning to WSC
- Other (please specify below)

Explanation:

STUDENT ACKNOWLEDGEMENT

I understand that I am requesting early termination to my housing contract. Submitting this request does not release me from my financial responsibilities associate with my housing contract and I will be responsible for charges through the end of my contract unless my Request for Early Termination is approved.

Student Signature

Date

OFFICE USE ONLY

Date Received	/ /	Term	
Outcome letter sent	/ /	Full Occupancy # of Contracts	
<input type="checkbox"/> Approved		<input type="checkbox"/> Denied	
<i>Student is released from financial responsibilities</i>		Student Responsible through	/ /
Room Credit	\$	Room charges	\$
Board Credit	\$	Board charges	\$

Director for Student and Residence Life

Date