



Housing Contract Cancellation Request Form

If a resident deems it necessary to request termination of his/her Housing Contract, the resident should follow this process:

1. Complete the Housing Contract Cancellation Request Form.
2. Attach a letter to this Form explaining why you are requesting cancellation of the Housing Contract.
3. Attach any supporting documentation to this form.
4. Provide correspondence from the University Registrar's office or other University official confirming your: (1) withdrawal from Lamar University (LU) or Lamar Institute of Technology (LIT), as appropriate; (2) academic suspension, or academic dismissal from LU/LIT.
5. A written response will be provided within ten (10) business days of receipt of a complete request, granting or denying the request to cancel the Housing Contract.

SECTION 1. General Information

Please print clearly and legibly:

(Student's Name) Student's LU/LIT ID No.

Residence Hall and Room No, _____

Permanent Home Address – Street City State Zip Code

Student's phone number: _____ Student's LU/LIT email address: _____

Term:

Academic Year ☐ Summer I ☐ Summer II ☐

Reason for Leaving on-campus Housing (select one)

- | | |
|--|---|
| <input type="checkbox"/> Study Abroad during _____ semester | <input type="checkbox"/> Medical |
| <input type="checkbox"/> Graduation at end of _____ semester | <input type="checkbox"/> Student conduct sanction |
| <input type="checkbox"/> Student teaching outside Jefferson county | <input type="checkbox"/> Academic dismissal/suspension |
| <input type="checkbox"/> Withdrawing from LU/LIT | <input type="checkbox"/> Military/National Guard call-up |
| <input type="checkbox"/> Internship program outside Jefferson county | <input type="checkbox"/> Other (please explain in letter) |
| <input type="checkbox"/> Marriage | <input type="checkbox"/> Dependent child |

Are you still enrolled in classes at Lamar University or Lamar Institute of Technology?

- ☐ Yes, I am enrolled in _____ hours at LU and _____ hours at LIT.
☐ No

Do you plan on enrolling in classes next semester at LU or LIT?

- ☐ Yes
☐ No

Have you checked into your on-campus housing assignment?

- ☐ Yes
☐ No
☐ I do not have an on-campus housing assignment.

SECTION 2. Acknowledgement of the Cancellation Fees/Charges

By signing below, I acknowledge that I wish to cancel my housing contract and I am aware of the contract cancellation charges outlined in my Housing Contract. I understand that the charges described in my Housing Contract will be applied to my account at the University and that I am responsible for payment of those charges. Additional charges for room damage and cleaning fees may also be applicable depending on the condition of the assigned room at check-out.

Student's signature: _____ Date: _____

Parent or Legal Guardian's signature: _____ Date: _____

FOR OFFICE USE ONLY:

DECISION: ☐ Approved; ☐ Denied

REASON _____

Move-out inspection completed: ☐ Yes Date: _____ ☐ No, not necessary

Dining plan suspended: ☐ Yes Date: _____ ☐ No, not necessary

Signature: _____ DATE: _____