

HOUSING CANCELLATION FORM

***COMPLETE BOTH PARTS OF THIS FORM**

Return this completed form to your housing office. It can be submitted in person, or faxed to the appropriate office:

- New York City Housing Fax – 212.346.1296
- Pleasantville Housing Fax – 914.923.2792

All students wishing to cancel a pending housing application (those students who have been guaranteed housing for a coming semester) or an existing housing agreement (those students who are currently living in housing) must use this form to cancel their housing.

LAST NAME

FIRST NAME

UNIVERSITY ID #

EMAIL ADDRESS
(ASSIGNED)

CELL PHONE NUMBER

CURRENT HOUSING ASSIGNMENT (IF CURRENTLY

If you are currently in housing, on what date do you plan to move out?

PLEASE INDICATE WHY YOU ARE CANCELLING (CHECK ONE BOX ONLY):

- ☐ No longer enrolled at Pace
- ☐ Remaining a Pace student; I will be commuting from home
- ☐ Remaining a Pace student; I will be getting an apartment or some other off-campus housing
- ☐ Winter Graduation (attach a copy of your graduation evaluation letter)
- ☐ Transferring to another school (please specify) _____
- ☐ Taking a break from school, but plan to return to Pace University
- ☐ Academically dismissed from Pace
- ☐ Called to active military service (a copy of the order to active duty must be attached in order to receive a deposit refund or avoid late cancellation fees (other conditions apply; see below)
- ☐ Withdrawing from Pace for medical reasons (a copy of the approved medical withdrawal form must be attached in order to receive a deposit refund or avoid late cancellation fees (other conditions apply; see below)
- ☐ Studying abroad or Internship outside NYC for the specified semester (a copy of the acceptance letter or notation from the Study Abroad Office must be attached in order to receive a deposit refund or avoid late cancellation fees; other conditions apply; see below)
- ☐ Transferring to another Pace residential campus (NYC student moving to PLV housing, or a PLV student moving to NYC housing)

DEPOSIT REFUND AND LATE CANCELLATION FEE EXCEPTIONS

- **Winter Graduation** – Students who provide documentation of their approval to graduate in the winter will not be subject to the late cancellation penalty for the spring semester.
- **Call to Active Military Service** – Students who provide documentation of call to active military service for a fall semester cancellation will receive a 100% refund of their fall prepayment. Students who provide documentation of call to active military service for a spring semester cancellation will not be subject to the late cancellation penalty for the spring semester.
- **Approved Medical Withdrawal** – Students who provide documentation of an approved medical withdrawal prior to the start of the fall semester (and do not move in to the residence halls for that semester) will receive a 100% refund of their housing prepayment. Fall students (cancelling for the spring) who provide documentation of an approved medical withdrawal prior to the start of the spring semester (and do not move in to the residence halls for that semester) will have the late cancellation fee waived for that semester. New students who provide documentation of an approved medical withdrawal prior to the start of the spring semester (and do not move in to the residence halls for that semester) will receive a 100% refund of their housing prepayment. Students who provide documentation of an approved medical withdrawal after moving in for any semester will be eligible for a partial refund based of their semester housing charges, based on a daily proration of housing fees (they will continue to be billed only for the days they remained in residence)..
- **Spring Study Abroad and Internships** – In order to avoid late cancellation fees, students wishing to study abroad or leave campus for internships in the **spring semester** must submit this form (along with available documentation of study abroad or internship arrangements) **by October 1** even if their plans are not yet finalized. Study abroad and internship cancellations will be held until December 1, and can be reversed (without penalty) until that date. Students who must cancel their plans after December 1 may do so (again, without penalty), and will be permitted to remain in housing for the subsequent spring term, but may be subject to room reassignment for the spring semester. Students who fail to notify housing by October 1 of their intention to study abroad or participate in an internship for the spring term are subject to the regular late cancellation fee.
- **Transfer to housing on another Pace University campus** – Students changing residential campus between the fall and spring semesters may do so without penalty if they submit a cancellation form to the housing office of the campus they are leaving by December 1. After December 1, the same cancellation fees will apply to all students moving out of the residence halls on campus (even if they are moving in to the residence halls on another campus).

FOR OFFICE USE ONLY

OSA – PLEASE REFUND PREPAYMENT/DEPOSIT AS INDICATED

PREPAYMENT REFUND

DAMAGE DEPOSIT REFUND

\$

\$

NOTES:

Students cancel housing at a variety of times of year and for a range of reasons. Please check the option that best describes the situation under which you are cancelling your housing. Please note that deposit refunds, housing fee refunds, and late fees will vary based on your specific situation.

Which of the following best describes your situation? Please check only one, carefully read the cancellation policy that applies to you, and sign at the bottom of this page. Be sure to complete part one of this form on the reverse side.

CANCELLING FOR FALL SEMESTER

CANCELLING PRIOR TO START OF FALL TERM (NOT MOVED IN FOR THE FALL TERM; WILL NOT BE MOVING IN)

- ☐ New student (did not attend Pace University at any time prior to the fall semester)
- If cancellation form is received by May 1, you will receive a 100% refund of your \$100 damage deposit, and \$400 prepayment. After May 1, only the \$100 damage deposit will be refunded. After May 1 the housing deposit is non-refundable, as noted on the application (even if you did not apply for housing until after May 1).
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- ☐ Returning student (attended Pace University prior to the fall semester)
- Returning students cancelling their fall housing **prior to the start of the fall semester** will be entitled to a full or partial refund of their deposit according to the following schedule:
- Cancellation Form submitted and received prior to June 1 – 100% (\$400) refunded
 - Cancellation Form submitted and received prior to July 1 – 75% (\$300) refunded
 - Cancellation Form submitted and received prior to August 1 – 50% (\$200) refunded
 - Cancellation Form submitted and received prior to September 1 – 25% (\$100) refunded
 - Cancellation Form submitted and received after to September 1 – 0% (\$0) refunded

CANCELLING **DURING** FALL TERM (MOVED IN FOR THE FALL TERM; MOVING OUT AFTER THE START OF THE FALL TERM)

- ☐ New student (did not attend Pace University at any time prior to the fall semester)
- ☐ Returning student (attended Pace University prior to the fall semester)
- After moving in for the FALL academic term, students will be charged the semester rate for their room assignment. Students cancelling during the academic term will be entitled to refunds as follows:*
- Cancellation Form submitted and received AND student moved out before the end of the first week of classes – 100% of the semester rate will be refunded (less the \$400 prepayment or the per-day charge for all days stayed in residence; whichever is greater)
 - Cancellation Form submitted and received AND student moved out before the end of the second week of classes – 70% of the semester rate will be refunded
 - Cancellation Form submitted and received AND student moved out before the end of the third week of classes – 25% of the semester rate will be refunded
 - Cancellation Form submitted and received AND student moved out before the end of the fourth week of classes – 20% of the semester rate will be refunded
 - Cancellation Form submitted and received AND student moved out after the end of the fourth week of classes – 0% of the semester rate will be refunded
- Once this form has been submitted, students make arrangements with their RA to properly check out of their room immediately.**

CANCELLING FOR SPRING SEMESTER

CANCELLING PRIOR TO START OF SPRING TERM (WILL NOT BE MOVING IN FOR THE SPRING TERM)

- ☐ New student (new applicant to Pace for the spring term)
- If cancellation form is received by October 1, you will receive a 100% refund of your \$100 damage deposit, and \$400 prepayment. After October 1, only the \$100 damage deposit will be refunded. After October 1 the housing deposit is non-refundable, as noted on the application (even if you did not apply for housing until after October 1).
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- ☐ Returning student (lived in the residence halls during the fall term)
- Returning students cancelling their SPRING housing **prior to the end of the fall semester** will be subject to a late cancellation fee according to the following schedule:
- Cancellation Form submitted and received prior to October 1 (and moved out at end of fall) – no late cancellation fee
 - Cancellation Form submitted and received prior to November 1 (and moved out at end of fall) – \$200 late cancellation fee
 - Cancellation Form submitted and received prior to December 1 (and moved out at end of fall) – \$300 late cancellation fee
 - Cancellation Form submitted and received prior to January 1 (and moved out at end of fall) – \$400 late cancellation fee
 - Cancellation Form submitted and received AFTER January 1 (and moved before classes start) – \$1000 late cancellation fee

Once this form has been submitted, students make arrangements with their RA to properly check out of their room at the end of the semester.

CANCELLING **DURING** SPRING TERM (MOVING OUT MID-TERM)

- ☐ New student (new applicant to Pace for the spring term)
- ☐ Returning student (lived in the residence halls during the fall term)
- After moving in for the SPRING academic term, students will be charged the semester rate for their room assignment. Students cancelling during the academic term will be entitled to refunds as follows:*
- Cancellation Form submitted and received AND student moved out before the end of the first week of classes – 100% of the semester rate will be refunded (less the \$400 prepayment for new students; fall students who cancel for the spring during the first week of classes will be charged the \$1000 late cancellation fee)
 - Cancellation Form submitted and received AND student moved out before the end of the second week of classes – 70% of the semester rate will be refunded
 - Cancellation Form submitted and received AND student moved out before the end of the third week of classes – 25% of the semester rate will be refunded
 - Cancellation Form submitted and received AND student moved out before the end of the fourth week of classes – 20% of the semester rate will be refunded
 - Cancellation Form submitted and received AND student moved out after the end of the fourth week of classes – 0% of the semester rate will be refunded
- Once this form has been submitted, students make arrangements with their RA to properly check out of their room immediately.**

I have read both sides of this form. I understand that the date on which I submit this form, the status of my current housing assignment or application, and the date that I move out of the residence hall will all impact any deposit refund to which I may be entitled or any late cancellation fee to which I may be subject.

SIGNATURE

DATE