

The University of Toledo  
Office of Residence Life

## REQUEST FOR HOUSING CONTRACT CANCELLATION

**This request is for release from your room/housing contract only.** Requests for meal plan changes or cancellations must be made in the Campus Community Services Office in Rocket Hall, Room 1610. Release from your room/housing contract will be automatically granted for any of the following reasons, graduation, withdrawal from school, participation in a co-op/internship/study abroad program, or call to active duty.

You may, however, apply for a release from your room/housing application-contract for reasons of exceptional cause. **You must provide documentation to support how your situation has significantly changed since you signed your application-contract, and that some highly compelling reasons for a release exists that cannot be rectified within the terms of the housing contract.**

Charges on your account will continue until your effective contract release date, if approved. The effective contract release date will be the date you officially check out of the residential facility, complete the necessary paperwork, and turn in your key(s), **or** the date we receive your Request for Contract Release, which ever is the later date.

### Instructions:

1. Complete both sides of this form.
2. Provide a detailed explanation and supporting documents of the circumstances that have led to this request. A decision letter will be sent to you **within 5 days** of the receipt of your request.
3. **If your request is approved, you will be charged a daily rate up until the time of check-out, plus a \$200 cancellation fee.** You must check out of your residence hall by the move out date indicated on your decision letter.
4. **If your request is denied AND you move off campus, you will be charged a daily rate up until the time of check-out, plus 50% of the remainder of your housing contract, plus a \$200 cancellation fee.**

If your request is denied, you may appeal the decision in writing to the Housing Contract Release Committee. The Committee meets bi-monthly and consists of University staff and students.

Housing Contract Appeals Committee  
The University of Toledo  
Office of Residence Life  
Ottawa House West; Mail Stop # 519  
2801 W. Bancroft St.  
Toledo Ohio 43606-3390  
FAX: 419-530-2942

**You must change or cancel your meal plan in the Campus Community Services Office in Rocket Hall, Room 1610.**

### **MCCOMAS VILLAGE RESIDENTS ONLY:**

You are required to obtain a release from the Chapter President & House Manager before submitting your request.

_____	_____	_____
Chapter President Name	Chapter President Signature	Date
_____	_____	_____
House Manager Name	House Manager Signature	Date
_____	_____	_____
Chapter Advisor Name	Chapter Advisor Signature	Date
_____	_____	_____
Housing Corporation Advisor Name	Housing Corporation Advisor Signature	Date

