



Housing

UNIVERSITY OF SOUTH CAROLINA BEAUFORT

Housing Cancellation Request **Form**

NAME: _____
First Name Last Name M.I.

ID#: _____

The above student is requesting a cancellation prior to the contract term. The term of the contract is one academic year that shall commence upon the opening of the University Residence Halls in the fall and shall terminate upon the closing of the University Residence Halls in the spring. Early termination of the housing contract is subject to a 25% cancellation fee and possible other charges for any remaining housing fees or check-out fines.

An approved cancellation cannot be reversed. Students who receive approval to cancel their Housing contract must re-apply for housing to be assigned a room after the cancellation is approved.

Reason for cancelling housing contract:

****All requests require a detailed letter explaining the reason for requesting early termination of the housing contract. Also, each reason for cancellation has additional requirements to complete the cancellation process. Please note the requirements listed under each reason. Additional explanation of required documentation can be found on the back of the form. Please attach all required documentation to the form when submitting the request.*

- Academic Withdrawal**
Requires dated documentation of withdrawal from USCB
- Compassionate Withdrawal**
Provide any documentation to support rationale stated in detailed letter
- Financial**
Provide any documentation showing change of financial status
- Medical Reasons**
Requires dated letter from a health care provider that includes how condition requires different housing
- Transferring to another institution**
Provide proof of acceptance and enrollment at the other institution

I request a housing cancellation as indicated above and supported by the attached documentation. Permission is granted to contact any of the documentation/ information providers. I confirm the information provided is accurate and complete, and I understand that falsification may result in disciplinary action up to and including suspension or expulsion from the university. An approved cancellation cannot be reversed.

I acknowledge that I understand the above statement:

Student Signature

Date

HOUSING OFFICE USE ONLY

Date Received: _____ Staff Initials: _____

Eligible for residency: YES NO Why: _____

APPROVED Date: _____ Staff Initials: _____

Cancellation Fee Charged: YES NO Sent to BO: _____

DISAPPROVED Date: _____ Staff Initials: _____

Fee Waive Reason: _____

Reason: _____



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ADDITIONAL EXPLANATION OF CANCELLATION REQUIREMENTS:

- 1) **Academic Withdrawal**—attached to the form must be proof of withdrawal from the university. Acceptable documentation includes a printout from VIP showing withdrawal information or a form from the Registrar's Office.
- 2) **Compassionate Withdrawal**—attached to the form must be credible documentation to support your reason. The Housing Office can discuss with each student to determine acceptable information for each specific situation.
- 3) **Financial**—attached to the form must be documentation that shows a change in the financial situation of the student. Acceptable materials must show the decrease of income/ revenue, the date the changes occurred, and the circumstances for the change. The materials should show that a significant and unforeseen change has occurred.
- 4) **Medical Reasons**—attached to the form must be an original letter from your health care provider that documents the date of the illness, dates of medical care, general information on the medical condition and why/ how the condition prevents your completion of the housing contract. The letter must be typed on your health care provider's letterhead and submitted in a sealed envelope.
- 5) **Transferring to another institution**—attached to the form must be an acceptance letter and proof of enrollment from the institution you are transferring to ensure that you are not just accepted but enrolled in course at another institution.

FREQUENTLY ASKED QUESTIONS:

What kind of refund am I eligible for?

*Refunds are processed according to the university schedule (available in the business office). Your refund eligibility is processed on the date you return the room keys and complete an **official checkout** with a housing representative. **IT IS NOT PROCESSED ON THE DATE YOU SUBMIT A CANCELLATION FORM.***

What happens if I do not checkout properly?

You will be assessed an improper checkout fee (\$35.00). You also waive your right to contest any damages or fee assessments to your apartment and/or bedroom. Personal belongings will be kept for one week before they are disposed.

What happens if I move out without completing the cancellation process?

You would still be financially responsible for any fees, damages and/or charges assessed to your account. A financial hold would be placed on your University account which would prevent you from registering, getting transcripts, and making other payments.

What are the penalties for cancelling my housing contract?

Any student who terminates the housing contract prior to the end of the contract term is subject to a 25% cancellation fee and any remaining housing fees or check-out fines.

What happened to the \$150 fee paid with my application?

The Room Reservation Fee (RRF) and Application Fee do not constitute a security deposit and the Application Fee is non-refundable and non-transferable. The RRF is only refundable prior to the student receiving keys and moving into a residence hall.

**Please direct additional questions or concerns to the Office of Housing and Judicial Affairs.
Contact the office at (843) 208-8722 or housing@uscb.edu**