

PETITION TO CANCEL 2018-19 HOUSING CONTRACT

Office of Residence Life, 123 Tyson Hall
5000 N Willamette Blvd, Portland OR 97203

PHONE: (503) 943-7205
FAX: (503) 943-8081

WEB: up.edu/residencelife
EMAIL: reslife@up.edu

Name:	UP Student ID#:
Hall Name and Room #:	Age:
Room Occupancy: <input type="checkbox"/> single <input type="checkbox"/> double <input type="checkbox"/> triple <input type="checkbox"/> quad	Meal Plan: <input type="checkbox"/> #1 <input type="checkbox"/> #2 <input type="checkbox"/> #3 <input type="checkbox"/> #4 <input type="checkbox"/> none
UP Email:	Semester this applies to:
Current credit year: <input type="checkbox"/> freshman <input type="checkbox"/> sophomore <input type="checkbox"/> junior <input type="checkbox"/> senior <input type="checkbox"/> graduate	

PLEASE SUBMIT ALL PAPERWORK **ONE WEEK PRIOR** TO THE DAY YOU EXPECT TO LEAVE.

CANCEL HOUSING

- I PLAN TO CHECK-OUT ON (please write date here): _____
 - Please note check-out time is noon, unless otherwise approved by hall director.

REASON:

- Take time off from school (please provide explanation below)
- Transfer (please write name of new school): _____
- Study Abroad (please provide name of program): _____
- Graduating (please provide expected date): _____

Explanation and supporting documentation required for the following:

- Move off campus, continue at UP (please mark all that apply): Financial Academic Medical

Explanation:

Please note: Make sure your permanent address (and local address, if applicable) is up to date with the Registrar's Office. This will ensure that mail is properly forwarded to you after you leave the residence hall.

RESIDENT SIGNATURE: _____ DATE: _____

OFFICE USE ONLY

This petition is: **APPROVED** -or- **DENIED**

By _____ Dated: _____

Charge \$100 cancellation fee: YES NO

Student MUST check out by Noon on _____

Student notified (cc HD) on _____ by _____

Cancellation processed on _____ by _____

Check Registration: _____

Prorate:

Room = date: _____ \$ _____

Meal = date: _____ \$ _____

Amenities = date: _____ \$ _____

Scanned on _____ by _____