

PETITION TO CANCEL 2020-21 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"/> first year <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 THIS DATE: _____
 - Please note check-out time is noon, unless otherwise approved by hall director
 - Housing Charges will continue to accrue until you have officially checked out with hall staff

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 _____
 Student notified (cc HD) on _____ by _____
 Cancellation processed on _____ by _____

Check Registration: _____
 Prorate:
 Room = date: _____ \$ _____
 Meal = date: _____ \$ _____
 Amenities = date: _____ \$ _____
 Scanned on _____ by _____