

SUMMER HOUSING CANCELLATION FORM

***COMPLETE BOTH PARTS OF THIS FORM**

Return this completed form to your housing office. It can be submitted in person or scanned and emailed to:

- nyhousing@pace.edu

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

CELL PHONE NUMBER

SUMMER HOUSING ASSIGNMENT (IF CURRENTLY ASSIGNED)

Which term are you cancelling? Summer 1 Summer 2 Both What date do you plan to move out? _____

Check one option in each of the two sections below that best describe the situation under which you are cancelling your summer housing and sign the bottom of this page. Please note that deposit refunds, housing fee refunds, and late fees will vary based on your specific situation.

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

- Summer plans have changed; no longer participating in summer classes, internship or job
- 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
- Graduation (attach a copy of your graduation evaluation letter)
- Transferring to another school (please specify) _____
- 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 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)

CANCELLING FOR SUMMER SEMESTERS

CANCELLING PRIOR TO START OF SUMMER TERM (NOT MOVED IN FOR THE FALL TERM; WILL NOT BE MOVING IN)
If cancellation form is received by May 22, 2020 a 100% refund of your summer housing charge will be issued. Students cancelling after May 22, 2020 may incur a cancellation fee.

CANCELLING **DURING** SUMMER TERM (MOVED IN FOR THE SUMMER TERM; MOVING OUT AFTER THE START OF THE SUMMER TERM)
Returning students cancelling their summer housing **prior to the start of the summer semester** will be entitled to a full or partial refund of their deposit according to the following schedule:

- Cancellation Form submitted and received AND student moved out before the end of the first week of the summer session – 100% of the semester rate will be refunded (less the daily rate for the number of days the student lived in housing)
- Cancellation Form submitted and received AND student moved out before the end of the second week of the summer session – 70% of semester rate will be refunded
- Cancellation Form submitted and received AND student moved out before the end of the third week of the summer session – 25% of semester rate will be refunded
- Cancellation Form submitted and received AND student moved out before the end of the fourth week of the summer session – 20% of semester rate will be refunded
- Cancellation Form submitted and received AND student moved out after the end of the fourth week of the summer session – 0% of semester rate will be refunded

Once this form has been submitted, students make arrangements with the summer RA staff to properly check out of their room immediately.

FOR OFFICE USE ONLY

OSA – PLEASE REFUND PREPAYMENT/DEPOSIT AS INDICATED

PREPAYMENT REFUND	DAMAGE DEPOSIT REFUND	NOTES:
\$	\$	

I have read this form and 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