



Chicago State University Housing Cancellation Form

Please complete the information below (print clearly).

As stated in your Housing Contract Agreement. If student cancels this agreement prior to the contract term, he/she will receive a percentage of their room and board cost. There is no refund after the fourth week of classes. There is no refund for Housing Deposits or application fees.

***Residents must show written proof for cancellation. All approved cancellation requests are based on the below cancellation/refund period.**

Withdraw Schedule Refund	Refund
Move In of First Day of Class	100%
First Week if class	80%
Second week of class	60%
Third week of class	40%
Fourth week of class	20%
After fourth week of class	0%

Name: _____

UID: _____

Home Phone: _____

Current Classification:

- 1st Semester Freshman
 Freshman
 Sophomore
 Junior
 Senior
 Graduate student

Mailing Address _____

Requested Date of Release (mm/dd/yyyy) _____ Semester _____

Reason(s) I am requesting cancellation of my Contractual Agreement for the following reason:

- Graduation
 Withdraw/ Military Duty
 Transferring to another college/ university
 Financial Difficulties
 Perkins Dining
 Moving off-campus (still registered at CSU)
 Other (Please specify)

Use the following letters to answer the questions below. A= agree D= disagree U= undecided

1. I was treated with great customer service. _____
2. The staff member(s) with whom I dealt with was knowledgeable. _____
3. I was satisfied with the service I received. _____
4. The person(s) who assisted me was/were disrespectful. _____
5. If I could change one thing in the Residence hall, it would be _____

My signature signifies that I agree to the terms and conditions as outlined in the housing Agreement. I am aware that this will cancel my housing.

Signature: _____ Date: _____