Housing Contract Cancellation Request Form

If a resident deems it necessary to request termination of his/her Housing Contract, the resident should follow this process:

1. Complete the Housing Contract Cancellation Request Form.
2. Attach a letter to this Form explaining why you are requesting cancellation of the Housing Contract.
3. Attach any supporting documentation to this form.
4. Provide correspondence from the University Registrar’s office or other University official confirming your: (1) withdrawal from Lamar University (LU) or Lamar Institute of Technology (LIT), as appropriate; (2) academic suspension, or academic dismissal from LU/LIT.
5. A written response will be provided within ten (10) business days of receipt of a complete request, granting or denying the request to cancel the Housing Contract.

SECTION 1. General Information

Please print clearly and legibly:

____________________________________________________________________________
(Student’s Name) Student’s LU/LIT ID No.
____________________________________________________________________________
Residence Hall and Room No, _____________________________________________________

Permanente Home Address – Street City State Zip Code

Student’s phone number: ___________ Student’s LU/LIT email address: ________________

Term:

Academic Year ☐ Summer I ☐ Summer II ☐

Reason for Leaving on-campus Housing (select one)

☐ Study Abroad during _________ semester
☐ Graduation at end of _________ semester
☐ Student teaching outside Jefferson county
☐ Withdrawing from LU/LIT
☐ Internship program outside Jefferson county
☐ Marriage
☐ Medical
☐ Student conduct sanction
☐ Academic dismissal/suspension
☐ Military/National Guard call-up
☐ Other (please explain in letter)
☐ Dependent child

Are you still enrolled in classes at Lamar University or Lamar Institute of Technology?
☐ Yes, I am enrolled in _____ hours at LU and _____ hours at LIT.
☐ No

Do you plan on enrolling in classes next semester at LU or LIT?

☐ Yes
☐ No

Have you checked into your on-campus housing assignment?

☐ Yes
☐ No
☐ I do not have an on-campus housing assignment.

SECTION 2. Acknowledgement of the Cancellation Fees/Charges

By signing below, I acknowledge that I wish to cancel my housing contract and I am aware of the contract cancellation charges outlined in my Housing Contract. I understand that the charges described in my Housing Contract will be applied to my account at the University and that I am responsible for payment of those charges. Additional charges for room damage and cleaning fees may also be applicable depending on the condition of the assigned room at check-out.

Student’s signature: ___________________________ Date: ________________

Parent or Legal Guardian’s signature: _______________ Date: ______________

________________________________________________________________________

FOR OFFICE USE ONLY:

DECISION: ☐ Approved; ☐ Denied

REASON ____________________________

______________________________________________________________

Move-out inspection completed: ☐ Yes Date: _____ ☐ No, not necessary
Dining plan suspended: ☐ Yes Date: _________ ☐ No, not necessary

Signature: ___________________________________________ DATE: ______________