

# Residence Life Cancellation Policy

## 2013-2014

### Leaving us?

#### Students can cancel their housing contract in three easy steps:

1. Complete a [cancellation form](#) and turn it in to the Office of Residence Life before you check out.
2. If you are leaving after you have already moved in to your room, or want to cancel your contract less than four weeks before the start of your contract date then you must fill out a [buyout form](#).
3. Schedule a time with your Resident Assistant (RA) to check out of your room to avoid additional fees.

\*All residents have the option of submitting a Financial Relief Application to the Snow College Financial Relief Committee to determine if students will be liable for all cost, part cost, or no cost.

#### Fall Semester Cancellation

\*Cancel Prior to May 1: No Fees and Reservation Fee Refunded.

\*From May 2—July 15: No Fees but Reservation Fee forfeited.

\*From July 16—Aug 1: 50% of Contract and Reservation Fee Forfeited

\*From Aug 2—Before End of Contract: Responsible for Full Contract

#### Spring Semester Cancellation

\*Cancel Prior to Nov 1: No Fees and Reservation Fee Refunded.

\*From Nov 2—Dec 15: No Fees but Reservation Fee forfeited.

\*From Dec 16—Jan 1: 50% of Contract and Reservation Fee Forfeited

\*From Jan 2—Before End of Contract: Responsible for Full Contract

#### Summer Semester Cancellation

\*Cancel Prior to March 1: No Fees and Reservation Fee Refunded.

\*From March 2—April 1: No Fees but Reservation Fee forfeited.

\*From April 2—May 1: 50% of Contract and Reservation Fee Forfeited

\*From May 2—Before End of Contract: Responsible for Full Contract

**Cancellation Form**

#### NOTE:

Students applying after May 1 for Fall Semester or after November 1 for Spring Semester but before the start of the semester will have two weeks from the date of the application to cancel and receive the refund.