



LAKE FOREST  
COLLEGE

# HOUSING CONTRACT CANCELLATION APPLICATION

Rosemary House | 847.735.6232 | [reslife@lakeforest.edu](mailto:reslife@lakeforest.edu) | [www.lakeforest.edu/reslife](http://www.lakeforest.edu/reslife)

This application is a request to cancel a Housing Contract and be released from a residence hall assignment. Housing Contracts are legally binding agreements between the student and Lake Forest College. This application is a request; it is not a guarantee that the request will be granted, nor is it a waiver of related cancellation fees. Your request and documentation will be reviewed by representatives from the Office of Residence Life, and – if applicable – the Business Office, Financial Aid, and/or Disability Services. Requests received without documentation will not be reviewed. You will receive a response to your request within ten (10) business days of submission of the form.

**CONTACT INFORMATION** PLEASE PRINT OR TYPE.

TODAY'S DATE: \_\_\_\_\_

\_\_\_\_\_  
FULL NAME (FIRST, MIDDLE, LAST)

\_\_\_\_\_  
STUDENT ID NUMBER

**Semester(s) You are Requesting to Cancel:** ☐ FALL 20\_\_\_\_ ☐ SPRING 20\_\_\_\_

**REASONS FOR REQUESTING A CANCELLATION OF HOUSING CONTRACT:** PLEASE CHECK ONE.

☐ **I am changing my enrollment status:** (Please check only one)

☐ Withdrawing from the College

☐ Taking a Medical Leave of Absence

☐ Taking a Personal Leave of Absence

☐ Graduating

☐ Participating in this college-approved off-campus study program: \_\_\_\_\_

*No financial penalties will be assessed. Your Housing Cancellation will not take effect until your status change is confirmed by Student Affairs.*

☐ **I have had a change in financial situation.** *You must first speak with Financial Aid. If approved, no financial penalties will be assessed.*

☐ **I have a medical need or accommodation that cannot be met on campus.** *You must first speak with Kirsten Schramm, Director of Disability Services. If approved, no financial penalties will be assessed.*

☐ **Other:** (Please check only one)

☐ I want to commute and live at home with relatives (parents/family). *You must complete off-campus address and contact information below.*

☐ I want to live off-campus (not with relatives). *You must complete off-campus address and contact information below. Please include a separate document detailing your reasons for living off-campus.*

☐ Other (please explain in a separate document).

*If approved, financial penalties may be assessed per the schedule on the reverse side of this application.*

**OFF-CAMPUS ADDRESS AND CONTACT INFORMATION:**

\_\_\_\_\_  
CELL PHONE NUMBER

\_\_\_\_\_  
LOCAL/OFF-CAMPUS

\_\_\_\_\_  
STREET ADDRESS

\_\_\_\_\_  
CITY

\_\_\_\_\_  
STATE

\_\_\_\_\_  
ZIP

For Office Use

Date Received:

Received By:

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## HOUSING CONTRACT CANCELLATION POLICY

A resident may request a release from their Housing Contract. If the request is approved by the Office of Residence Life, residents have up to 48 hours to remove all personal belongings and follow the official check-out process. Requests are primarily considered on the basis of a change in enrollment status, a change in financial situation since signing the contract, or a medical or psychological need that is unable to be accommodated on campus. Requests for other reasons may be considered with supporting documentation.

The signing of a lease for a non-college-managed residence will not be recognized as a valid cause to cancel this housing contract.

If your application to be released from your Housing Contract is approved, your meal plan will also be cancelled. If you wish to purchase a commuter meal plan, please contact Parkhurst directly.

### Contracts are signed for a full-academic year.

- Housing Contract Cancellation Applications received prior to June 1 and approved by Residence Life incur no financial penalty.
- Housing Contract Cancellation Applications received between June 1 until contract start date (date student checks in or the first day of classes, whichever comes first) and approved by Residence Life will result in a \$750 cancellation fee.
- Housing Contract Cancellation Applications received after the contract start date and approved by Residence Life will result in a \$750 cancellation fee plus room and board charges in line with the College's published refund schedule, which is available online: <https://www.lakeforest.edu/offices/business/students/refunds.php>.

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## ACKNOWLEDGEMENT AND AGREEMENT

I have fully read, understand, and agree to the following terms pursuant to the Housing Cancellation Application and the Housing Contract Cancellation policy:

- I understand and accept the terms and conditions of a housing release/cancellation and change in status from "resident" to "non-resident (commuter)" as described and outlined in the *Student Handbook*.
- I understand that, if I am currently living on-campus, I must follow the procedures for properly checking-out of my residence hall room within 48 hours of approval, complete a Room Inspection Form, and check-out with a Residence Life staff member.
- I understand that, if I choose to return to campus at a later date, I must complete a new Housing Contract.
- I understand that my housing and dining charges incurred during a semester that has already begun will be refunded on prorated basis, in accordance with the College's refund policy.
- I understand that I must provide my local address and current cell phone number to the College and provide updates as needed.
- I understand that I may be subject to contract cancellation fees as outlined in the Housing Contract.

By signing below, I acknowledge that all of the information provided by me is true and correct, and providing false information at any point in this process may result in disciplinary action.

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SIGNATURE

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DATE

**Completed Housing Contract Cancellation Applications should be turned in to the Office of Residence Life in Rosemary House or emailed to [reslife@mx.lakeforest.edu](mailto:reslife@mx.lakeforest.edu).  
Please contact us at 847-735-6232 if you have additional questions or concerns.**