



Department of Residential Life and Housing Contract Cancellation Request

STUDENT
INFO

If at any time you wish to cancel your Student Housing and Dining contract, you should complete this form and any other Residential Life and Housing cancellation paperwork. In addition if you are leaving regardless the decision of this request, you will need to complete all check out paperwork with your RA.

This form may only be submitted by the legal contract holder.

We are unable to render a decision at the time of request.

Please allow at least 14 business days for a decision. Decision will be sent to the mailing address you provided.

If approved and in accordance with the Housing Contract terms and conditions, you may be subject to contract cancellation fees, prorated rent, damage charges, or other charges.

Do not sign a lease off campus while you are in the Housing Contract cancellation process.

This cancellation is subject to approval.

You may be contacted by the Residential Life and Housing Office or other personnel for any additional questions.

If the cancellation is not approved, the student remains obligated to the Terms and Conditions of the Housing Contract and all rental fees will remain on student's university account.

Student's Name: _____ USF U# _____

First Last MI

Building: RHO Room Assignment: _____ RHO Mailbox #: _____ Current Email Address: _____

Permanent Address/Forwarding Address:

STUDENT
REQUEST

Request Contract Cancellation for:

- Fall/Spring Spring (only those moving in at Spring semester)
- Summer (Circle all that apply: Session A, B, C)

I am requesting to cancel Housing Contract for the following reason(s):

- Denied Admission
- Withdrawing from the University
- Will not be enrolled as a student
- Dismissal or Suspension: Academic Disciplinary
- Graduating
- Married after signing the Housing Agreement
- Other: (Please attach additional sheets if necessary)

Signature of Student: _____ Date _____

Return this form to:

Department of Residential Life and Housing Services
University of South Florida St. Petersburg
500 Second Street South, RHO 101
St. Petersburg, FL 33701

*Please refer to your Student Housing Contract for information regarding cancellation charges.
Cancellation charges will be posted to your Student Account and are due within 30 days.*

For Office Use Only:

Approved Cancellation Fee: _____ Withdraw _____

Verified Date: _____ Other: _____ Check-Out Date: _____ Total Fees/Charges: _____

Authorized Signature / Date: _____