**Requests for release due to agency charges.**

From University Housing will be held until the $125 non-refundable processing charge. If the assignment date is within 14 consecutive days of assignment, late cancellation fees will be assessed to the student’s account based on the date it is received in addition to the $125 non-refundable processing payment. See below chart for detailed information and specific dates:

### ADDITIONAL DEADLINES

<table>
<thead>
<tr>
<th>My Housing Portal Meal Plan Changes</th>
<th>Fall Semester Deadline</th>
<th>Spring Semester Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>August 26, 2016</td>
<td>January 16, 2017</td>
</tr>
</tbody>
</table>

### CANCELLATIONS

All notices of cancellation must be submitted in writing by the student directly to University Housing.

Students who submit a notice of cancellation that is received WITHIN 14 consecutive days from the date of the assignment letter will only be held financially responsible for the $125 non-refundable processing charge. If the assignment date is within 14 consecutive days of residence hall opening, the cancellation must be received prior to the date that the residence halls open. For cancellations received AFTER 14 consecutive days of assignment, a late cancellation fee will be assessed to the student’s account based on the date it is received in addition to the $125 non-refundable processing payment. See below chart for detailed information and specific dates:

### RELEASE PROVISIONS OF ROOM ASSIGNMENT AND REFUNDS

After Initial Check-In: The University Housing License Agreement is a binding financial agreement; therefore, a student must petition for release by submitting a License Agreement Release (LAR) request. An approved LAR is required for release from housing; any student vacating his/her assigned space without an approved written release from University Housing will be held financially responsible for the entire term of the agreement, including the portion remaining after the student vacates the room.

### Processing Charge:

$500.00. Requests for release due to graduation, academic internship, study abroad, or military duty activation will not be assessed the $500 processing charge.

### Submission Deadline:

There will be no refund if the release is submitted after the eighth week of classes. Please see the License Agreement Release Request Schedule for the deadline date for the semester of the release request.

### Refund – Room:

Room charges are recalculated based on the License Agreement term (or the date of assignment, whichever is later) until the official date of checkout. Total room charges will not exceed the semester room rate.

### Refund – Meal Plan:

*The student is refunded a prorated amount for the meal plan based upon the following criteria:*

*M&G amount is prorated based on service days. Students are billed for the amount that is loaded on their M&G card.*

*Meal Charges are prorated based on service days that the plan was available to the student. This is based on a daily charge (total cost of the meal plan divided by number of service days), multiplied by the number of days the plan was available.*

### Additional Fees:

The semester Support Services, Payment Plan, and Residential College fees are non-refundable after official hall check-in. If applicable, damage charges, lock change charges, and/or an improper check-out charge may be assessed.