

**Request to Cancel the
Graduate
Housing License Agreement
Fall 2007 – Spring 2008**



**Please PRINT or TYPE
all information**

A student may cancel their Graduate Housing License Agreement for campus housing only under the following circumstances listed in subsections of this form. The student must notify GW Housing Programs in writing by completing the "Request to Cancel the Graduate Housing License Agreement" form. In the event of cancellation, the student will be charged a cancellation fee as indicated. Notification will be sent to confirm your cancellation request. **Cancellation fees are assessed based on the postmark (if mailed) or date received (if hand delivered) of your written request. The cancellation policy below only applies from the point of initial application through the start of classes (September 4, 2007 for Fall applicants or January 15, 2008 for Spring applicants).**

Please complete the below form.

Last Name	First	MI	GWid / SSN
E-Mail Address			Date of Birth (MM/DD/YYYY)
Housing Assignment (Hall and Room)			Cell Phone or Current Telephone Number

Please indicate your reason for cancellation below.

- _____ **A. Students Assigned to Housing**
Prior to June 15, 2007, any student may cancel their graduate housing assignment and only be assessed a \$300 cancellation fee, to be charged to their student account, rather than be assessed the entire housing charge. **Any student who requests to cancel their housing assignment after June 15, 2007 will be responsible for the entire housing charges for the entire academic year.**
- _____ **B. Students Assigned to Housing after June 15, 2007**
When assigned after June 15, 2007, a student has five business days from the date of their assignment to cancel their housing assignment and only be assessed a \$300 cancellation fee to be charged to their student account, rather than be assessed the entire housing charge. **For cancellations after five business days, the student will be financially responsible for the entire housing charges for the entire academic year.**
- _____ **C. Students Not Returning to the University**
A student not returning to the University will have their graduate housing license agreement cancelled. Such student will not be assessed a cancellation fee with proper documentation provided. Please indicate the specific reason below.
- _____ Graduation (at the end of Fall 2007) _____ Academically dismissed _____ Government service
- _____ **D. Students Transferring to Another College or University or Taking an Academic Leave of Absence**
A student not returning to the University due to transferring must submit a copy of their official acceptance letter to another college or university with this form. A student taking an academic leave of absence must submit documentation from their GW school or college indicating an approved official leave of absence. A student transferring or taking a leave of absence will not be assessed a cancellation fee providing that proper documentation is provided verifying that the student will be transferring or taking a leave of absence.

I, (print name) _____, have fully read and understand the terms of the above cancellation policy as stated in the Fall 2007 - Spring 2008 Undergraduate Housing License Agreement. All cancellation fees will be assessed to a student's University account and are subject to payment based on the University's payment schedule. Please contact Student Accounts Services for additional information on payment schedules.

Student Signature: _____ **Today's Date:** _____

Return this Request to Cancel the Graduate Housing License Agreement to:

GW Housing Programs
2129 Eye Street, NW
Washington, DC 20052
Fax: 202-994-1422
E-mail: gwhouse@gwu.edu