



Policy SA006: Housing Cancellation Policy

Recommended for Approval by: *Susanne Fenske*

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A. Intent

The intent of this policy is to establish the procedure and conditions under which a student may request to be released from the Housing contract by PennWest University of Pennsylvania (the University).

B. Definition(s)

- **Cancellation** refers to voiding the housing contract for that academic year.

Keywords:

- Residential Housing Policy
- Housing Cancellation

C. Policy

The Housing contract is a legally binding document in which the student agrees to assume full financial responsibility for the entire term of the agreement. The failure of the student to report for residence hall room check-in, pick up a key, or use the room does not release the student from the financial obligations of this agreement.

A student will not be released from the financial obligation of the Housing contract unless they have been formally released in writing by the University. Requests may be asked to provide further documentation for verification. Releases are granted at the discretion of the appropriate Residence Life and Housing staff for exceptional circumstances such as:

1. The student withdrawals from the university.

2. The student is graduating or participating in an education program that requires out-of-town residency. This includes study abroad programs.
3. The student is academically or financially suspended.
4. The student is taking all online courses.
5. The student has a documented medical need that cannot be accommodated through University housing and is approved by the University Office of Disability Support Services.

If a student is approved for a contract release due to the reasons listed above, cancellation fees will be determined based on the date of cancellation outlined below:

- All incoming freshmen for that semester or new students to PennWest University for that semester who do not attend the University will not be charged a cancellation fee, but will lose their \$100 housing application fee.
- Fall cancellation rates will be determined by:
 - After the Fall semester drop/add period, students will lose the \$100 housing application fee and the housing cancellation fee will follow the University refund policy outlined below:
 - 100% refund of the housing fee through week 1 drop period
 - 80% refund of the housing fee through week 2
 - 60% refund of the housing fee through week 3
 - 50% refund of the housing fee through week 4
 - 40% refund of the housing fee through week 5
 - 0% refund of the housing fee after week 5
- Spring cancellation rates will be determined by:
 - After the Spring semester drop/add period, students will lose the \$100 housing application fee and the housing cancellation fee will follow the University refund policy outlined below:
 - 100% refund of the housing fee through week 1 drop period
 - 80% refund of the housing fee through week 2
 - 60% refund of the housing fee through week 3
 - 50% refund of the housing fee through week 4
 - 40% refund of the housing fee through week 5
 - 0% refund of the housing fee after week 5

D. Procedure(s)

In order to request a release from the Contract the student must submit a completed “Contract Release Request” which is available online in the Housing THD portal along with any needed supporting documentation. This will be review by appropriate Residence Life and Housing staff and a decision will be made within seven to ten business days. All decisions are final.

Release from the Contract will result in forfeiture of the \$100 application fee. Other fees may be applied dependent on the date of release. If the housing bill is paid and you are later released from your Contract a prorated refund will be processed based on the University refund policy and possible cancellation fees will be applied to your student account.

If the Contract release is approved, the student must check-out and remove personal items within twenty-four (24) hours of the contract release. If they are not granted a release from the Contract, the student will remain financially responsible under the terms of this Contract until the end of the Contract period.

Related policies

University Refund Policy

Campus Residency Requirement

E. Contact Information

PennWest Residence Life & Housing Office

F. Policy Review Schedule

Contact office responsible for dates.

All policies will be reviewed every two years or on an as needed basis if a change in BOG, PASSHE or Pennsylvania law would create the need for an immediate change.