

## Summer Housing Contract Cancellation Request

Students hoping to cancel a Summer Housing contract should complete and return this form via email to [summerhousing@berkeley.edu](mailto:summerhousing@berkeley.edu). Submitting this form does not guarantee that your cancellation request will be granted. Please attach supporting documentation, including graduation, marital, withdrawal, financial or other records.

NAME: \_\_\_\_\_ STUDENT ID #: \_\_\_\_\_

SEX:      M      F      Self-Identify: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

### CONTRACT

SESSION:	Session A	Session A&D	Session B	Session C	Session D	Session E	Session F
ROOM LOCATION:	Unit 1	Unit 3	Blackwell	New Sequoia Martinez Commons	Garden Village Panoramic Berkeley	Enclave	
ROOM OCCUPANCY:	Triple	Double	Single	BUILDING & ROOM NUMBER:			

### REASON FOR CANCELLATION REQUEST

\_\_\_\_\_  
\_\_\_\_\_

### SIGNATURE (REQUIRED BELOW)

I realize that I am responsible for room and board charges until a replacement is found unless I have provided the appropriate documentation to confirm my marriage, graduation, withdrawal or dismissal from the University of California, Berkeley. I understand that if I find my own replacement I cannot guarantee that they will be assigned to the same room I am vacating since my contract is not for a specific room. I understand that a current resident cannot be a replacement since they already have a residential contract.

I understand automatic cancellations due to marriage, graduation, withdrawal or dismissal from the University, will not be approved unless provided with, but not limited to the following, i) contract cancellation form signed and delivered to the Cal Housing Office, ii) supporting documentation, iii) notification of cancellation to residential hall staff, and iv) proper checkout of room.

I have read and fully understand the above conditions regarding contract cancellation.

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

GUARDIAN SIGNATURE (if under 18 years old): \_\_\_\_\_ DATE: \_\_\_\_\_

I understand that I am financially obligated for the assigned room until my contract cancellation has been fully submitted, approved, and my key has been returned. Housing charges will be prorated based upon the time spent in the housing unit.

I understand that if my cancellation request is approved, I will be charged a \$300 cancellation fee as liquidated damages in accordance with the Terms and Conditions of Residence. These charges will be applied through the student's UCB charge account.

I will not be able to change my request once the cancellation has been approved. I agree to move when required and to complete all required check out procedures.