

RESIDENCE HALL CONTRACT TERMINATION

PLEASE COMPLETE THIS FORM ONLY IF YOU ARE (please circle reason)

Withdrawing from New York Tech (provide documentation of withdrawal)

Graduating in December

Approved for a study abroad program

Required to intern or co-op outside of a 50 mile radius of the residence halls

Medical Concern

Other _____

TERMS & CONDITIONS

- The resident agrees to vacate the Residence Halls 48 hours or by the date given to you by the Office of Residence Life after completing this Residence Hall Contract Termination.
- All checkout procedures must be followed, including the completion of the Room Inventory Form and return of issued keys.
- Failure to provide and/or checkout properly will result in housing fines.
- The Residence Hall Contract Termination must be submitted to the Office of Residence Life located at the campus at which you reside. A verbal “intent to vacate” is not acceptable.

This form must be provided to the Office of Residence Life prior to July 1 for the Fall Semester and January 1 for the Spring Semester in order to avoid a \$405 contract liquidation fee.

STUDENT INFORMATION

Name: _____ NYIT ID#: _____

Building: _____ Room#: _____ Cell Phone: _____

Home Address: _____
Street City State Zip Code

Home Phone: _____

*My signature below signifies my agreement to the terms as stipulated in the residence hall application pertaining to refunds and charges. All cancellations must be submitted in writing and signed by the student. Students who cancel housing, **after July 1 for the Fall Semester and January 1 for the Spring Semester, will be held responsible for a \$405 contract liquidation fee.***

Student Signature: _____

Date: _____

OFFICE USE ONLY:

Cancellation Effective Date: _____

Processed By: _____

Date Received: