

To Cancel

Cancellation

This contract is in force as long as the student is officially enrolled at Kansas State University-Salina or Salina Area Technical School during the academic year. It may be cancelled by the student according to the following guidelines:

Request postmarked June 1 or earlier: Full Refund of previous contract payment
Request postmarked June 2–August 15: Refund of previous contract payment less \$200 cancellation fee.

All Requests to cancel contracts prior to August 15 must be submitted by the student in writing to the Office of Residence Life. Cancellations processed through other university offices are not valid. After August 15, cancellations will be assessed the \$200 cancellation fee and are subject to the cancellation guidelines that are incorporated by reference herein, this contract may be cancelled for any reason by filling out an Application to Cancel Room and Board Contract available from the Residence Life Coordinator.

In order to satisfy financial obligations to the Office of Residence Life, a student who cancels this contract and remains enrolled at the university, subject to the cancellation guidelines that are incorporated by reference herein, will be assessed 40% of the remainder of the academic year contract charges based upon the date they officially check out of the residence hall.

Students whose contracts are cancelled by official withdrawal during the semester from the university will be assessed charges based upon a \$200.00 cancellation fee and an accrued daily rate for each day the hall is in operation until an official checkout has been completed at their assigned residence hall. All cancellations must be in accordance with contract cancellation guidelines.

Contract Cancellation Form

I, (print name) _____, request cancellation of my Academic Year Room and Board Contract according to the terms stated in my contract. Please note the reason for cancellation below.

Student's Signature _____ Date: _____

Social Security Number _____

Address to Send Refund _____

Reason for cancellation: (either check the appropriate reason or briefly describe below)

- ◇ Moving to off-campus housing
- ◇ Not attending any institution of higher education
- ◇ Attending another institution of higher education
- ◇ Other (please describe briefly) _____

Please allow 4-6 weeks for a refund, if applicable

Mail to: Residence Life
Coordinator, 2300 Centennial Rd,
Salina, KS 67401

To verify your cancellation postmark, you may choose to use certified or registered "return receipt requested" mail and retain your receipt.