

Office of Residence Life

Foundation II, 1st Floor

Central State University

1400 Brush Row Road

Wilberforce, OH 45384-1004

937-376-6386 (Phone)

937-376-6638 (Fax)

OFFICIAL HOUSING CANCELLATION FORM

PLEASE PRINT

Today's Date _____ Fall Spring Year _____

First Name _____ MI _____ Last Name _____

Student ID# 000 Residence Hall _____ Suite/Room # _____

Reason(s) for cancellation:

- Graduation
- Disciplinary
- Financial
- Health
- Commuter
- Transferring to another University
- Other Reasons

Mail any refund to the following address: (Allow 2-3 weeks for processing)

Name _____

Address _____

City _____ State _____ Zip Code _____

Student Signature _____ Date _____

Central Office Initials _____

Cancellation Policy

- Cancellation without penalty can be done before July 15 by filling out the Housing Cancellation Form.
- Cancellation occurring between July 15 and August 1 will result in a \$1000 non-refundable cancellation fee. The Housing Cancellation Form must also be completed.
- Cancellation after August 1 will result in a \$1,500 non-refundable cancellation fee, and must be done by Petition. Petitions are due in the Office of Residence Life no later than 4:00 pm on August 7.
- Petition for removal of charges after occupancy shall be made through the Director of Residence Life and will be determined on a case-by-case basis.