Room and board charges are posted to student accounts on a semester basis. Housing applications may be canceled and requests for room reservation deposit refund are accepted by Housing & Residence Life in writing by June 1 of each year, for the fall semester.

Students who apply for and deposit to housing after June 1 may also cancel the application, however the room reservation deposit is not refundable after that date.

Students who cancel their housing application and are not attending Seton Hall are eligible (subject to dates above) for a refund of the room reservation deposit.

Students who decide to cancel the housing application and commute to classes will not receive a refund check; rather the room reservation deposit will be credited to the student account towards the tuition bill.

Housing & Residence Life does NOT issue refund checks or issue account credits. All refunds are processed by the Office of Student Financial Services in Bayley Hall

HOUSING AND RESIDENCE LIFE
Student Affairs and Enrollment Services
SETON HALL UNIVERSITY

Housing Assignment Cancellation Form

This form is to be completed only by those who have NOT yet accepted a key and moved in. If you have already moved, in you must complete a Release of Housing License Request.

DATE: 01/20/2009 SHU ID :

FNAME: LNAME:

PHONE #: EMAIL:

CLASS: ☐Fr ☐So ☐Jr ☐Sr ☐Gr

GENDER: ☐Male ☐Female

I wish to cancel my housing application for: (Select only one)
☐ Academic Year 20 - 20
☐ Defer application to Spring 20
☐ I applied for Spring 20 Only

Do you have a room assignment? ☐YES / ☐NO /☐ UNSURE

If yes please indicate RESIDENCE HALL & ROOM NUMBER:
☐Aquinas ☐Boland ☐Cabrini ☐Neumann ☐Ora Manor ☐Serra ☐Turrell Manor ☐Xavier
☐Lewis Hall Seminary ☐St Andrew's Minor Seminary ROOM:

Type of Cancellation: (select only one)
☐Not Attending SHU ☐Decided to Commute from Home ☐Acquired local off campus housing

Primary Reason for Cancellation: (select only one)
☐Withdrawal (Copy of University WD Form Required) ☐Transfer(Copy of University WD Form Required)
☐Opted for Off Campus Experience ☐Internship/Student Teaching
☐Graduation ☐Marriage ☐Study Abroad ☐Visiting Student
☐Financial ☐Medical ☐Disciplinary ☐Personal
☐Other: (please explain)

Student's Signature*: **Date**: 01/20/2009

* Cancellations can be requested by students ONLY. - Or - Cancellation taken by Phone *: , HRL Staff

Completed forms should be emailed to SHUHOUSING@SHU.EDU or faxed to 973-761-9482.

**********For Housing Office Use Only**********

Room Reservation Refund Eligible: --- Charge $250 Cancellation Fee:

Processing Dates:

Housing Director BlackBoard Refund Request Faxed

Fee Charged Completed by: