



Rochester Institute of Technology
 Housing Operations
 63 Lomb Memorial Drive
 Rochester, New York 14623
 (585) 475-2572

Cancellation Form
RIT Housing
Summer

Please Print

Name _____ University ID # -

Current Address _____

Email* _____ Phone Number _____

*RIT Housing Operations will communicate with you via your RIT email address.
 You are responsible for maintaining the email address and checking it consistently.

My signature below confirms that I am canceling my summer housing contract.
 I acknowledge the refund policy for the summer housing cancellation fee is as follows:

Cancellation Fee Policy for Summer Housing

If a contract holder submits written notice of cancellation to RIT Housing Operations prior to May 16, 2008, the \$300 cancellation fee will not be placed to his/her account.

Failure of any resident to submit written notice of cancellation to RIT Housing Operations by May 16, 2008 shall result in a \$300 cancellation fee being placed on his/her account, except under the following conditions:

- | | |
|---|--|
| Active Military Duty | A student called to active military service. |
| Academic Suspension | Verified in writing from the academic department or the Registrar's Office. |
| Medical LOA | Verified by the Student Behavior Consultant Team. |
| Co-op/Student Teaching/
Study Abroad | Changes in co-op or program status verified in writing by the Co-op Office or academic department. |
| Marriage | Certified by a marriage certificate. |
| Graduation | Verified in writing from the academic department. |

Signature _____ Date _____

Office Use Only	Cancellation			
	Date Received	CR	CF	WF
	Processed by	Date System Updated		