

Colorado Christian UNIVERSITY

Housing Lease Cancellation Request

Name: _____ Student ID #: _____ Birthdate: _____
Hall & Apt. #, Bedroom: _____ Cell Phone #: _____ Year in college: 1st 2nd 3rd 4th
Mailbox #: _____ Email: _____

Are you currently living in your assigned room on campus (circle one)? **Yes** **No**

For what term(s) are you requesting cancellation from your lease? Fall 20____; Spring 20____; Summer 20____

If your housing lease is cancelled, do you want to also cancel your meal plan? (circle one) **Yes** **No**

If you want to make a change to your meal plan, please do so by completing a "Meal Plan Selection Form".

If your housing lease is cancelled, will you remain at CCU as a student? **Yes** **No**

This form is to be used for ALL student requests for ALL reasons to live in non-CCU operated housing after a student has signed a Housing Lease. The Housing Lease you signed is a binding document; therefore, release from lease obligations is only available under limited conditions, which are listed below, and must be approved by a University-appointed panel. Please note that your housing lease and corresponding financial obligations remain in effect until you receive written notice that your appeal has been approved from the Director of Residence Life. Please check the category under which you are requesting release under and complete (or attach) all supporting information necessary. All appeals and corresponding paperwork should be submitted to the Department of Residence Life.

Medical Condition – You have a medical condition that requires a change in living environment.

To request release under this category, you must demonstrate the necessity of such a move with a doctor's note and your personal outline of the change in physical or emotional health you anticipate due to a change in your living situation.

Extreme Change in Financial Situation – Your financial situation does not allow you to live on campus.

To request release under this category, **you must submit a written explanation** as to how your financial situation has changed since the signing of the lease and, consequently, how you will be incapable of fulfilling your housing lease obligations. This written request explanation must include:

- a letter from your parent or guardian outlining the financial change; or show proof of independent status;
- an explanation of how the financial change is due to factors that are out of your control;
- a detailed cost analysis of your projected living expenses for your proposed off-campus housing and the living expenses you would incur in on-campus housing. Categories to include in the comparison include rent (copy of lease required), all utilities, food, car expenses, car and apartment insurance, gas, internet, phone, etc.

Additional documentation, in accordance with individual appeals, may be required in this process.

Not Attending CCU as a Student – You are not attending CCU on its Lakewood Campus for the term in which you are requesting a release.

Please identify why you will not be able to attend CCU on the Lakewood campus for the semester for which you are requesting a release: _____

Any student who is found to request a release under this category and then register for classes will have the housing lease reinstated upon their enrollment at CCU.

Other – You feel that your situation warrants release from the housing lease.

- To request release under this category, **you must attach a letter** that demonstrates the need to be released from your housing lease. Release under this provision is extremely unlikely and should not be expected.

Please read the Student Handbook and Housing Lease for complete information regarding lease cancellation. Any students who are found to have provided false information in this request will be subject to fulfill the terms of their housing lease and face University disciplinary action. Additional information and documentation may be required for any release requests. Questions may be directed to the Department of Residence Life.

For Office Use Only:

Date Received: _____ By: _____
Decision: **Accept** / **Deny** Initials: _____ Deposit Refund Amount: _____

IF NOT CURRENTLY LIVING ON CAMPUS:

Deposit Refund Code Notification _____ By: _____

Pull Student File _____ By: _____

IF CURRENTLY LIVING ON CAMPUS:

(IPC) RLDCONRE Notification _____ By: _____
(IPC) RLXXMSC –Mid Semester Check-out instructions/roommates: _____/_____

AFTER CHECK-OUT:

Deposit Refund Code Notification _____ By: _____
Pull Student File _____ By: _____

Residence Life • 8787 West Alameda Avenue • Lakewood, CO 80226

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