

RESIDENCE LIFE & HOUSING CONTRACT CANCELLATION POLICY

The housing contract can be cancelled at any time for one of the following reasons. ***Note: Students must submit written notification if they are canceling the housing contract for one of these six reasons along with proper documentation. The \$30 application fee (or \$50 application fee if paper application was submitted) is non-refundable for any reason.***

1. Withdrawal from the College of Charleston
2. Transfer to another institution
3. Graduate from the College of Charleston
4. Student is Academically ineligible to return
5. Study Abroad, National Exchange, or full time internship outside of Charleston, Berkeley, and Dorchester Counties (documentation is required)
6. Marriage (documentation is required)

If the contract is cancelled for one of these reasons **after May 1st**, the \$200 housing prepayment deposit will be forfeited and not returned to the student. *For returning College of Charleston students: if a financial aid deferment form was signed, the \$200 deposit will be charged to the student's account.*

For students who **will be attending** the College of Charleston during the academic year and want to cancel the housing contract, the cancellation policy is as follows. ***Note: Students must notify the Department of Residence Life and Housing in writing by the stated deadlines if they are canceling the housing contract. The \$30 application fee (or \$50 application fee if paper application was submitted) is non-refundable for any reason.***

On or before May 1st: Students will receive a refund of the \$200 housing deposit. *For returning College of Charleston students: if a financial aid deferment form was signed, no refund will be given.*

Between May 1st and May 31st: Students will not receive a refund of the \$200 housing deposit. *For returning College of Charleston students: if a financial aid deferment form was signed, the \$200 deposit will be charged to the student's account.*

Between June 1st and June 30th: Students will be charged a cancellation penalty of \$500 in addition to forfeiting the \$200 housing deposit. *For returning College of Charleston students: if a financial aid deferment form was signed, the \$200 deposit will also be charged to the student's account.*

Between July 1st and July 31st: Students will be charged a cancellation penalty of \$1000 in addition to forfeiting the \$200 housing deposit. *For returning College of Charleston students: if a financial aid deferment form was signed, the \$200 deposit will also be charged to the student's account.*

After August 1st the contract is binding and the housing contract can only be cancelled for one of the six reasons listed above.

The complete Cancellation Policy including cancellation for extraordinary circumstances is located in the housing contract on our website at <http://reslife.cofc.edu/booklets/2009%20contract%20&%20app.pdf>.