UC Berkeley Residence Hall Housing Contract Cancellation Policy

Housing contract cancellation is not guaranteed, but contingent on an eligible replacement accepting your housing contract. If there are no eligible students on the housing waiting list, it is unlikely that a replacement will be found and your cancellation request will be denied unless your cancellation reason fits into the Exceptions to policy and approved reasons for contract cancellation as outlined below.

The housing waiting list is usually exhausted by late July or early August each year. The next opportunity for cancellation is usually at the end of the fall semester. Students who would like to cancel their housing contract after the fall semester are encouraged to submit a cancellation request as soon as possible, so that we can find a replacement among the spring semester housing applicants.

Contract holders and residents requesting cancellation are liable for room and board fees until an eligible replacement is found and/or the request is approved by the housing office in writing. If an eligible replacement is not found, the contract holder or resident is financially responsible for the duration of the contract.

**Exceptions to policy and approved reasons for contract cancellation**

Contract cancellation requests will be automatically approved in the following circumstances, and supporting documentation is required:

- Withdrawal from the University
- Graduation from the University
- Participation in an Education Abroad Program (EAP)
- Marriage after accepting the contract

**Fees associated with approved cancellations**

| Cancellations Approved Prior to Moving In | $150 |
| Cancellations Approved After Moving In | $300 |

*Prorated Room and Board charges also apply to students who cancel after your contract start date.

In the event of contract cancellation approval, the effective cancellation date will be the date of the University approval. Once a replacement is found, and/or the request for cancellation is approved, a Contract Cancellation Fee will be imposed as liquidated damages according to the fee schedule above, and will be included in the billing statement. The resident agrees that this fee is reasonable and is to cover estimated University damages, which are difficult or impractical to determine. The liquidated damages charge shall be in addition to the prorated room and board fees for which the resident will remain liable until a replacement is found and/or the request for cancellation is approved.

A contract cancellation fee shall not be imposed in the following circumstances:

a. Resident will graduate before the end of the contract term.
b. Resident has been denied admission to the University.
c. Resident has completed a medical withdrawal approved by the Tang Center

Appropriate documentation must be submitted to the Cal Housing Assignments Office in the cases of graduation, non-admission, and medical withdrawal.
How to request housing contract cancellation

All requests for cancellation of a residence hall contract must be submitted in writing to the Cal Housing Assignments Office on the Residence Hall Contract Cancellation Request Form. This form is available at the Cal Housing Office located at 2610 Channing Way or online at http://www.housing.berkeley.edu/livingatcal/policies/Res_Hall_Cancellationfillable.pdf. If you meet any of the criteria listed above for automatic approval, please provide your documentation with your request form.

If Cal Housing finds an appropriate replacement for your contract, you will be notified in writing and provided with move-out information. An appropriate replacement must be a registered student of the same gender who does not currently live in University housing, is eligible for your room occupancy, location and housing type.

How to appeal a denied cancellation request

If your cancellation is not approved, you may file an appeal. Your situation will be considered by the RSSP Appeals Board only if you have documented proof that your situation has dramatically changed between the time you accepted your housing contract and the present.

If you are attempting to appeal for one of the following reasons, your request will not be considered:

- Roommate problems
- Off-campus housing (including fraternity or sorority)
- Dietary needs

Appeal instructions can be found at the Cal Housing Office or online: http://www.housing.berkeley.edu/livingatcal/policies/Appeal%20Instructions.pdf

Please contact Cal Housing with any questions at 510-642-4108 or reshall@berkeley.edu.
Residence Hall/Apartment Contract Cancellation Request

NAME: _______________________________________________________
SEX: □ M □ F □ Self-Identify

Last                                               First                                              Middle

SID #: __________________ PHONE #: __________________________ □ CANCEL 2013-2014 □ CANCEL SPRING ONLY

CURRENT UNIT:

☐ Unit 1     ☐ Unit 2*     ☐ Unit 3     ☐ Clark Kerr     ☐ Foothill     ☐ Bowles     ☐ Stern     ☐ Martinez Commons
(includes Wada)

CURRENT ROOM OCCUPANCY: __________________________ CURRENT ROOM NUMBER: _________

I am requesting cancellation of my Residence Hall contract for the following reason(s):

☐ Alternate Housing             ☐ Fraternity House
☐ Personal                    ☐ Sorority House
☐ Financial                   ☐ Withdrawal from UCB
☐ Medical                     ☐ Graduation
☐ Education Abroad Program    ☐ Marriage
☐ Other: ________________________________________________________________________________________

Resident Director Signature: _________________________________________________________________________

I realize that I am responsible for room and board charges until a replacement is found unless I have provided the appropriate documentation to confirm my marriage, graduation, withdrawal or dismissal from the University. I understand that if I find my own replacement I cannot guarantee that he/she will be assigned to the same room I am vacating since my contract is not for a specific room. **A current resident cannot be a replacement since he/she already has a residence hall contract.**

I also understand that if my cancellation request is approved, I will be charged a cancellation fee as liquidated damages in accordance with the Terms and Conditions of Residence as follows: A $150 fee for cancellation prior to occupancy or a $300 fee for cancellation subsequent to occupancy. These charges will be applied through CARS. I will not be able to change my request once the cancellation has been approved.

I agree to move when required and to complete all required check-out procedures.

I have read and fully understand the above conditions regarding contract cancellation.

If you have any questions, please call (510) 642-4108 or email reshall@berkeley.edu.

STUDENT SIGNATURE: _____________________________ DATE: __________________

GUARDIAN SIGNATURE: (if under 18 years old) __________________________________________

FORWARDING ADDRESS: __________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

TELEPHONE: ( ) __________________________________________________________________________

NOTE: The Cal Housing Office will make every effort to find a replacement for you; however, please be informed that our first priority is to fill spaces that have not yet been sold.