

Contract Cancellation

To cancel your housing contract **prior to moving in**, please read and sign the form below and take note of deadlines regarding the option of a refund of your \$100 deposit.

- Before Check-In, applicants may cancel their contract by submitting the Contract Cancellation Form, available at www.oit.edu/housing. The refundable portion of the deposit will be credited back to the student account if Cancellation Form is received in the Housing Office by July 15. Submit the completed form to 3201 Campus Drive, Attn. Housing, Klamath Falls, OR 97601 or to mail to: housing@oit.edu.

If the resident is leaving on campus housing during the academic year, please stop by the Housing Office to learn about the financial obligations, if any.

The confirmation payment is a portion of the fall housing charge and separate from the previously paid housing deposit. The confirmation payment of \$250 is refundable only for written cancellations received on or before August 15.

To cancel your housing contract **after taking occupancy**, the following terms and conditions apply:

Residents agree that a housing assignment obligates them to pay in full for such accommodations, whether occupied or not, throughout the remainder of the academic year, except as otherwise permitted in this Contract. At the discretion of the Housing Office, the requirement of payment as set forth above may be waived or modified under the following circumstances:

- Residents who officially withdraw from the University and properly check out of Housing through the third week or partial week of classes will terminate their Contract and will be charged housing costs equal to 50% of the total current term's housing charges. An additional 20% of the total current term's housing rate will be charged for each additional calendar week or partial week of occupancy beyond the third full calendar week of classes. After the fifth week of classes, no housing charges will be refunded. There is no refund on the deposit in this instance.
- Residents who check out of Housing but do not withdraw from the University will be charged full housing rates for the current term plus \$450 for each remaining term (charged to student account immediately upon checking out of Housing). The refundable portion of the housing deposit is also forfeited.

I understand if I am leaving Oregon Tech I need to notify the Admissions and Registrar's Office. _____ Initials

By my signature, I state I have read and understand the Housing Contract Term and Conditions around cancelling my housing contract, and understand I am expected to vacate my housing space within 24 hours of cancelling.

PRINTED NAME

STUDENT ID NUMBER

Signature

Date

Housing Office Only:

_____ CBORD
 _____ SIS
 _____ PMB
 _____ Daily Count

Housing Deposit:
 _____ Refund
 _____ Forfeit
 _____ Cashier

Confirmation Payment:
 _____ Refund
 _____ Forfeit
 _____ Cashier

Offices Notified
 _____ Registrar
 _____ Admissions
 _____ BAO

_____ Initials

_____ Date