



CONTRACT CANCELLATION REQUEST

For Office Use Only

- Cancellation request approved
- Cancellation request denied
- Cancellation request under advisement

STUDENT INFORMATION (please print clearly)

_____ Student Name	_____ G-number	_____ Date
_____ Cell Phone	_____ Residence Hall	_____ Room #
_____ Off-campus street address	_____ City, State	_____ Zip
_____ Does your current class level qualify you as a freshman, sophomore, junior or senior?	_____ Are you requesting cancellation for the Fall, Spring or Summer semester?	_____ Are you registered for MWSU classes for the next semester?

REASON FOR CANCELLATION REQUEST (check the box which applies to you)

- I am a first time resident and have not moved in to the residence halls.
- I am a returning resident and have not moved in to the residence halls.
- I am graduating from Missouri Western State University.
- I am transferring to another University/College.
- I am withdrawing from Missouri Western State University.
- I am not in good academic standing with the University.
- I am enrolled in the Military and I have attached my active orders.
- I am married and I have attached my marriage certificate.
- I am canceling due to health reasons and I have attached a statement & documentation supporting my statement.
- I am canceling due to financial reasons and I have attached a statement & documentation supporting my statement.
- I am canceling due to other reasons and I have attached a statement & documentation supporting my statement.

Students who have signed a full year housing contract must appeal to the Contract Release Committee in order to be considered for release from an active housing contract. Typically, the Committee meets bi-weekly to review applications. Requests for fall cancellation are not accepted after November 1st and requests for spring cancellation are not accepted after March 31st. Students applying for contract cancellation may be asked to provide additional documentation to support their request e.g. financial aid records, marriage certificate, military active duty orders, physician statements, etc. All decisions of the Committee are final. Students will be notified by letter and by Missouri Western email of the committee's decision. If released, housing and dining charges will be prorated based on the date of check out. The student will forfeit the \$100 damage deposit.

Student Signature _____
Date

Missouri Western email address _____
G-number