

HOFSTRA UNIVERSITY OFFICE OF RESIDENTIAL PROGRAMS
Housing Cancellation Fee Appeal Form

Name (print) _____ ID# _____

Building _____ Room # _____ Phone # _____

Please check appropriate box below:

- I am a December graduate
- I am withdrawing from the University
- I am taking an official leave of absence
- I will be participating in a study abroad program
- *Other, specify reason: _____

*student must attach a written appeal describing how their situation has changed since signing the housing agreement and provide documentation from a third party in support of their cancellation request.

Signature: _____ Date: _____

The Residential Living Agreement is a one year contractual arrangement between Hofstra University and Hofstra students. The agreement provides for housing for both the fall and spring semester. Any student who fails to remain in housing for the entire academic year without prior written approval for cancellation (graduation, study abroad, student teaching, military service, official University withdrawal), will be charged a \$750 cancellation fee and will forfeit their housing deposit. In addition, students may incur charges for the January term if they have maintained occupancy of the room. For a complete copy of the refund policy, please visit the residential programs web site at:

www.hofstra.edu/StudentAffairs/StudentServices/ResLife/reslif_Refund_Schedule.html

For Office Use:

Denied: _____ Approved: _____

Date: _____ Authorized by: _____