

LICENSE CANCELLATION REQUEST FORM

<p>1 Your Housing License Agreement binds you financially to your housing assignment for the full license term. By completing this form, you are requesting a release from the financial responsibility for your housing assignment. UMB Housing is not required to approve release of the License Agreement outside the terms stated within that agreement. All requests are reviewed on a case-by-case basis, therefore please allow at least 15 business days for a decision to be made and communicated to you in writing. Please write clearly when providing your current contact information and attach supporting documentation. I have read and understand this information. Initial: _____</p>									
2									
University ID: _____							Requested Check Out Date:** _____		
Last Name: _____				First Name: _____					
Fayette Square/Pascault Row Address: _____				School: _____					
UMB Housing will contact you using the information provided below.									
Preferred Email Address: _____				School Email Address: _____					
Phone: _____				Alt. Phone: _____					
Address: _____							Apt: _____		
City: _____			State: _____		Zip: _____				
** For information only. If your request is approved, charges will be adjusted based on date reflected on your official check-out form.									
<p>3 REASON FOR REQUEST (Please write a brief description of why you are requesting a release from your UMB Housing License and attach all supporting documentation to the email submission with this form)</p> 									
<p>4 I understand that if I am granted a release, any financial adjustments will be made according to my official release date and the date of check out. Initial: _____</p>									
<p>5 UMB Housing will transfer your license to the next applicant of the same gender and apartment request type on the waitlist when there are no vacancies at Fayette Square or Pascault Row. Priority of petitions for license cancellation will be granted based on DATE RECEIVED. Release is not granted until a completed license is signed by a qualified waitlist applicant.</p>									
<p>6 Please acknowledge that you have read and understand the Request for License Agreement Release Guidelines on page two by initialing here: _____ (required for processing)</p>									
<p>7 All information on this form and in the required documentation is true and complete to my knowledge. I understand that falsification of information can lead to my request being nullified. I understand that this is only a request and is subject to the release process as explained in the Request for License Agreement Release Guidelines on the reverse side of this form. UMB Housing reserves the right to review each request on a case-by-case basis. (This form must be completed in its entirety to be considered and must be accompanied by supporting documentation, or it will be returned to the student in DENIED status).</p>									
Student Signature: _____						Date: _____			
For Office Use Only									
Date Received: _____					Staff Initials: _____				
Decision: _____					Notification Date: _____				
New Lessee Name: _____					Date New Lease Signed: _____				

License Cancellation Request Guidelines

- You are requesting a release of your financial obligation for the current license term with respect to your housing assignment.
- Choosing to move out of your housing assignment does not release you of your financial obligations agreed to by your original license agreement. Your license agreement is for the entire license term.
- If your request to be released from the license agreement is approved your room charges will be adjusted based on your official release date and your signed move out form. Please be mindful that you are not paying monthly rent so your financial obligation is not pro-rated on a daily basis. Your account will be adjusted by a proportion of your remaining installments due.
- If your request is denied you are fully responsible for all of your license fees for the entire license term.** Should you check out of UMB Housing prior to a decision on your cancellation request and later opt to return following a denial please be aware that your original assignment may not be available. Re-assignment will be made based on availability.
- Submit the completed cancellation request and supporting documentation to the UMB Housing Office; attn. Director of UMB Housing at 518 W Fayette Street or via email to umbhousing@umaryland.edu
- You will be notified via email with the outcome of your request.
- Allow at least 15 business days from date of approval or date of official check-out following approval, whichever is later, for adjustments to be posted to your housing account.
- Section 12 of your signed license has additional information regarding termination of your license and all associated license cancellation fees.