



## Cancellation Request

Current Room Number and Building (for those with a room assignment): \_\_\_\_\_

**Please provide reason why you are cancelling:**

- Enrollment Status Change
- Medical
- Other: \_\_\_\_\_

In the lines provided, please provide detail to support your cancellation:

---

---

---

---

---

---

---

---

**Acknowledgement Section:**

***I understand*** if I am granted exemption from the live-on requirement, then I am expected to be residing at the address I gave above.

Initial Here: \_\_\_\_\_

***I understand*** if my contract is terminated my student account will be charged a 40% cancellation of my remaining housing and dining contracts.

Initial Here: \_\_\_\_\_

***I understand*** that I am subject to charge of my current room in the ESU residence halls until I officially checkout of my room with a member of ESU residential life staff and completed all of the appropriate paperwork.

Initial Here: \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_  
(If student is under the age of 18)

----- *For Office Use Only* -----

Decision:

- Approved
- Denied

Date: \_\_\_\_\_

Notification:

Date Sent: \_\_\_\_\_

Staff Initials: \_\_\_\_\_

**Mail to:** Emporia State University Department of Residential Life, 1 Kellogg Circle, Campus Box 4009, Emporia, KS 66801  
**Contact us with questions:** Phone: 620-341-5264 or Email: [reslife@emporia.edu](mailto:reslife@emporia.edu)

**Revised Feb. 2020**