

Housing Cancellation Request Updated Information

From: housing@uwlax.edu <housing@uwlax.edu>

Subject: Housing Cancellation Request Updated Information

Dear Campus Residents,

This email is to serve as notification that we are updating our housing cancellation process as of **October 23, 2020**. Please read below for important details.

As you may be aware, due to concerns related to COVID-19 we made the decision (prior to the start of the semester) to amend our typical housing cancellation process and have been granting all requests received so far this semester. However, as we approach the halfway point of the semester, we have made the decision to revert back to our standard practice of cancellation based on review and approval. Section 1 of the [2020-21 housing contract](#) describes these standard cancellation and refund policies.

Because we are still navigating unprecedented circumstances, we are offering you the opportunity to consider your current situation and needs and make a decision about your on-campus housing for the remainder of academic year. Please consider the following options and submit a contract cancellation request through the [housing portal](#) by **Friday, October 23, 2020 at 4 p.m.** to be guaranteed a housing cancellation approval:

- 1. Submit* for immediate cancellation.** You will be prorated for your daily use through the day of your completed check out.
 - Upon approval of your contract cancellation, you must complete your move out within 3 days. Failure to do so will result in an improper check out fee and additional daily rate charges.
- 2. Submit* for release of spring semester.** You will be billed for all of fall semester and expected to move out/complete your proper check out by Tuesday, December 22, 2020.

*(Be aware, all requests will be reviewed and responded to within 3 business days. Instructions for check outs will be emailed when your request is approved.)

Any requests submitted **after** October 23, 2020 will be reviewed as outlined in our Housing Contract ([Section 1.C](#)). Please review this document for details.

You will be registering for spring semester courses soon, we are hopeful that by making your decision about housing, now, will help inform your registration decisions in the coming weeks. If you have any additional questions, please email housing@uwlax.edu.

Best Regards,

Jenni Brundage



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Pronouns: She/Her/Hers