TERMINATION OF HOUSING CONTRACT
LEASE AGREEMENT

Policy Statement

Students wishing to terminate a housing contract must be aware of the deadlines and rules instituted for such termination.

Reason for Policy/Purpose

This policy is required for the effective communication of university policy regarding the termination of the Housing Contract Lease Agreement.

Who Needs to Know This Policy

All student of The University of Southern Mississippi community living on campus.

Website Address for this Policy

www.usm.edu/institutional-policies/policy-stua-res-005
http://www.usm.edu/residence-life/housing-contracts

Definitions

N/A
Policy/Procedures

(A) Fall 2015-Spring 2016 Deadlines

Students who apply after the contract release date of June 15 at 5:00 p.m. for fall and December 31 at 5:00 p.m. for spring have two business days from the time the assignment notification is sent to the University email address to cancel online in order to be released from the housing contract lease agreement.

June 15  RELEASE Cancellation Deadline: Fall 2015 New and Continuing Applicants

- Last day to cancel online for contract release.
- After June 15, all enrolled students are financially responsible for the fall and spring semester rent or balance remaining at the time of assignment.
- Enrolled students cancelling June 16 through September 2 will be assessed the buyout fee and have the option to appeal the buyout charge.

September 2  BUYOUT APPEAL Deadline: Fall 2015 Enrolled Students

- Last day to submit separate online appeal form with required supporting documentation
- Attendance is mandatory for scheduled appeal hearing or appeal will be forfeited.

October 15  RELEASE Cancellation Deadline: Fall Residents Checked Out by October 15, 2015, but Enrolled for Spring 2016

- Last day for fall residents to check out of hall.
- Fall residents checked out by October 15 are responsible for fall housing fees, but will be released for spring without buyout or appeal.
- Fall residents remaining in housing after October 15, but not returning to campus housing for spring, remain under contract. See February 2 buyout cancellation and appeal deadline.

December 31  RELEASE Cancellation Deadline: Spring 2016 New Applicants

- Last day for new applicants to cancel online for contract release.
- After December 31, all enrolled new applicants are financially responsible for the rental fees or balance remaining at the time of assignment.
- Continuing residents from fall remain under academic year contract.
- Enrolled new applicants cancelling in January will be assessed the buyout fee and have the option to appeal the buyout charge.

February 2  BUYOUT APPEAL Deadline: Spring 2016 New Applicants and Continuing Residents

- Last day to submit separate online appeal form with required supporting documentation.
- Attendance is mandatory for scheduled appeal hearing or appeal will be forfeited.

(B) Student Right to Cancel

1. Release Deadline – For contract lease agreement release, the student must submit online cancellation by the designated deadline. The academic year rental agreement becomes binding after the cancellation period has passed. Cancellation must be received by the deadline or the
enrolled student will be held to the terms of the contract, including financial responsibility for both fall and spring semester rent or the balance remaining at the time of assignment.

2. **Buyout Appeal Deadline** – Enrolled students cancelling after the contract release deadline (fall: June 15, spring: Dec. 31) will be responsible for the designated buyout fee of half the semester housing rate for one semester. Students interested in appealing the designated buyout fee must complete the following:
   - Submit online cancellation
   - Properly checkout of the assigned room
   - Submit online appeal form with supporting documentation by the deadline

*Notification of student’s appeal hearing will be sent to their University email address.

3. **Prorated Credit Limitation** – If a resident chooses to cancel his/her assignment during the academic term, and he/she has officially withdrawn from classes, the account will be prorated from the day of check out and submission of cancellation through the end of the semester. However, if cancelling after Dec. 1 for the fall semester or May 1 for the spring semester, the student's account will not be prorated.

Proration ends with the designated buyout/appeal deadline unless the student officially withdraws from the University or is released due to special circumstances as approved by the Department of Residence Life.

(C) University Right to Cancel

The University reserves the right to refuse admission or readmission to University housing or to cancel the contract lease agreement during the academic year for the student’s failure to meet University and/or Residence Life requirements, policies or regulations, or in the event of felony conviction by civil authorities, or for posing a threat to the health, safety and welfare for the signee or others in the University community. The University has determined that convicted sex offenders, whether required to register or not, pose a significant, clear and present danger to residents living in University housing. Therefore, convicted sex offenders are not permitted to live in University housing.

Cancellation of the contract for the above reasons may result in the removal of the resident within one to three days notice, except where the University determines that the continued residency of the student would pose a danger to the health or welfare of the residential community. In this case, the student may be removed immediately without a refund of prepaid rent. In the event the accommodations assigned to the student are destroyed or otherwise made unavailable and the University does not furnish accommodations, the contract shall terminate; all rights and liabilities of the parties hereto shall cease; and rental payments previously made shall be refunded on a prorated basis as of the date accommodations become unavailable.

Review

The Director of the Department of Residence Life is responsible for the review of this policy every four years (or whenever circumstances require immediate review).

Forms/Instructions

N/A
Appendices

N/A

Related Information

N/A

History

Amendments: 09/03/2015: minor editing related to dates
Authorization

RECOMMENDED BY:

[Signature]
Responsible University Administrator

Date 10.13.15

REVIEWS BY:

[Signature]
Director of Compliance

Date 10/15/15

[Signature]
Office of General Counsel

Date 10/19/15

APPROVED:

[Signature]
President

Date 10/22/15