**Housing Modification Form**

| Name: ______________________________ | ID #: P000 | Cell #: __________ |
| Email: __________________@northwestu.edu | Current Room/Apt #: __________________________ |
| Location: □ Res Hall □ Apt □ FIRS | I am: □ An ACT Six Scholar □ A President or Provost Scholar □ Neither |

**HOW would you like to modify your current housing status?**

- □ **Cancel**: I am withdrawing from Northwest University. I would like my deposit released IF I meet the required deadline explained on the back of this form. [Please explain WHY you are withdrawing on the back of this form]
- □ **Cancel & Live Off-Campus**: I am cancelling my housing assignment and plan to live off-campus. I would like my deposit released IF I meet the required deadline explained on the back of this form. [Please explain WHY you are withdrawing on the back of this form]
- □ **On Campus Change**: From ____________________________ To ____________________________
  
  Signatures required for Residence Hall ONLY: RA __________________ AC __________________ 
  Name of future roommate: __________________________ Signature: __________________

**WHEN would you like the modification to be effective?**

- □ Fall ________ □ Spring ________ □ Immediately □ Other: __________

**WHY would you like to modify your housing status?**

- □ Transferring to: ____________________________ □ Other: ____________________________
  Please explain: ____________________________________________________________________

I understand that on-campus housing changes are subject to approval. It is my responsibility to obtain all signatures prior to deadlines. Semester break changes must be completed prior to the residence halls closing for Christmas break. (Please see your AC to coordinate your moves.) *I understand that the date the form is received by the Housing Office is the receipt date*. If it is received late, it may not be considered or a late fine may be assessed. **Please Initial Here**: __________

I have reviewed the Cancellation Policy and understand that this form must be received by specific dates in order to receive my housing deposit refund. I also understand that the Building Maintenance Turnaround Fee ($50 or $100) will be charged to my student account upon moving out of the building or switching locations. **Please Initial Here**: __________

I understand that I should discuss changes with my current roommate(s) so they are aware of future vacancies and can plan accordingly. **Please Initial Here**: __________

Student Signature: ____________________________ Date __________

**Office Notes:** □ THD □ CS Done □ Late □ CA □ Room □ Deposit: Hold / Release / Forfeit
Housing Modification Form

CANCELLATION OF HOUSING PLACEMENT
The Housing Cancellation policy applies to all semester housing charges. The semester charge begins the Friday before the first day of classes. See the Academic Calendar for the applicable first day of classes.

RETURNING STUDENTS!

You get your deposit back if:
- You cancel before June 1st (for Fall) and November 15th (for Spring) – forms received after these dates are not eligible for a deposit refund. (*After 30 day notice is fulfilled for Student Apartments).

NEW STUDENTS!

You get your deposit back if:
- You cancel before July 1st (for Fall) and December 1st (for Spring) – forms received after these dates are not eligible for a deposit refund.

ALL STUDENTS!

To stop your housing charges you must:
- Turn in a written cancellation (Modification Form) to the Student Development office BEFORE the first day of the semester
- Have checked out of your room/apartment with a Residence Life staff member

Please understand:
- Once the semester has begun, your housing deposit will be forfeited.
- Housing charges are billed from the Thursday to Wednesday on any given week:
  - 2.5% per day during the first week of the semester charge
  - 20.0% during second week of the semester charge
  - 32.0% during third week of the semester charge
  - 44.0% during fourth week of the semester charge
  - 56.0% during fifth week of the semester charge
  - 68.0% during sixth week of the semester charge
  - 80.0% during seventh week of the semester charge
  - 92.0% during seventh week of the semester charge
  - 100.0% after eighth week of the semester charge

*30 Day Notice Fulfillment: For Student Apartment Residents ONLY - The date assigned to a written cancellation is dependent on the date of the of the 30 day notice fulfillment. Housing charges will be your responsibility for 30 days from the date of this form or until the placement has been filled with another student.

Extra space below for communicating your reason for a change request.

__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________

____________________________________________________________
____________________________________________________________