## Housing Modification Form

| Name: ____________________________ | ID #: P000 __________ | Cell #: ________  |
| Email: ____________________________ | Current Room/Apt #: ____________________________ |
| Location: □ Res Hall □ Apt | 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 [Please explain WHY you are withdrawing below or on the back of this form].
- **Cancel & Live Off-Campus**: I am cancelling my housing assignment and plan to live off-campus [Please explain WHY you are canceling below or on the back of this form]. *Note: you MUST fill out the online off campus application and get it approved.
- **On Campus Change**: From ____________________________ To ____________________________

### WHEN would you like the modification to be effective? Please indicate the semester billing to be adjusted.

- □ 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 Student Development 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 understand that if I am indicating to live off campus, I have to do two things: One, fill out the online off campus application. Two, the online off campus application must be approved. If the application is NOT approved, the Modification Form will be voided. **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 Fee Status updated: □ Yes □ No
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.

NEW STUDENTS!
A $150 non-refundable housing fee is required to secure an on campus housing placement. This ONE time fee will follow students even if they change housing locations on campus. It will be kept on file until a student moves out of campus housing. This fee is refundable only to new incoming students who apply for housing, pay the fee but withdraw before being assigned a placement. Once ANY students have been assigned a room, the deposit is non-refundable even if they do not end up attending Northwest University.

ALL ON CAMPUS STUDENTS!
You must turn in a Housing Modification Form as an indication that you are either cancelling or making a room change. You cannot change a room (mid semester) or cancel (before the semester or during the semester) without a Housing Modification Form.

Please understand:

- 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.

__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________