

Housing Cancellation Form



Use this form as an indication that you are cancelling your housing at NU. Please email this completed form to housing at housing@northwestu.edu or bring it into the Student Development Office, located in the Pecota Student Center.

Name: _____	ID #: P000 _____	Floor: _____
Email: _____	@northwestu.edu	Room/Apt #: _____

Please indicate (check) all that apply:

- I am CANCELLING my housing placement because I am withdrawing from Northwest University.
- I am CANCELLING my housing placement and TRANSFERRING to: _____
- I am CANCELLING my housing placement because I would like to live off campus.
- I am CANCELLING effective immediately.
- I am CANCELLING at the end of the semester.

Please initial for the following:

_____ I understand that if am withdrawing, I may need to communicate this with other departments on campus.

_____ I understand that if I am wanting to live off campus, I have to: (1) apply to live off by filling out the Residential Exemption Request online (2) Submit an Off Campus Parental Verification Form and proof of address (if living at home), and (3) be approved to live off if qualified.

_____ I understanding that the date this form is received by the Housing Office is the receipt date. If it is received late, a late fine may be assessed.

_____ I understand that housing charges are billed from the Saturday to Friday 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 eighth week of the semester charge
- ✓ 100.0% after eighth week of the semester charge

Resident Signature: _____ Date: _____

Office Notes: Approved Denied Student emailed