

# Illinois Institute of Technology Housing & Residential Services



## Student Guide to 2011-2012 Room and Board Contract Cancellation

The Housing & Residential Services 2011-2012 Room and Board Contract effective dates are the full academic year (August to May). Contract dates are specific to each building (MSV, Gunsaulus and SSV). Residents must complete the steps below to cancel the 2011-2012 Room and Board Contract:

All cancellation requests must be in writing from the student. Cancellation requests by telephone or walk-in will not be accepted.

### Contract Cancellation Steps:

1. Read the cancellation terms and information provided at: <http://housing.iit.edu>.
2. Submit your written request for cancellation online at: [http://iit.edu/housing/choices/cancellation\\_terms.shtml](http://iit.edu/housing/choices/cancellation_terms.shtml) Student will receive an automatically generated email which confirms receipt of the request.
3. Student will receive written approval of the request, move out instructions and detailed information about application early contract termination fees, if applicable, within two business days by email. Upon Move-Out, Housing & Residential Services will update the students tuition account with, if applicable, early termination fees, and/or damages fees. Students can view their student account at: <https://my.iit.edu>.

### Contract Cancellation Terms:

Residents who wish to cancel their Gunsaulus, SSV or MSV contract after the start of the contract will be assessed appropriate cancellation fees (refer to the 2011-2012 Room and Board contract for additional details). Contract cancellation after August 16, 2011 will result in cancellation fees equal to 100% value of the Room and Board contract. If applicable prorated room and board fees are based on the dates of occupancy.

### Move Out Instructions:

Residents cannot move out of the residences halls without prior written permission from Housing & Residential Services. Any moves without prior written permission, or not completed by the deadline established in the approved cancellation request, will be charged an improver move out fee of \$150.

With written approval, students may begin the move out process. Students must complete the following prior to moving out of the residence halls:

- Wash floors & vacuum carpets;
- Remove garbage, papers and personal items from all rooms;
- Return all furniture to the original and proper position (ie unbunk & assemble beds, etc);
- Remove posters, paper, tape, sticky tack, etc from all surfaces;
- Wipe clean all walls and furniture;
- If living in an apartment, wipe clean the kitchen appliances, cabinets, and floor; and clean the bathroom.

Students should return mailbox and room keys to the Express Check Out Boxes in the lobby of their building.

### Appeal Process:

To appeal any cancellation decisions or cancellation fees, students must provide written objection to the decisions made by Housing & Residential Services. All appeal correspondence should be directed to Terrence Humphrey, Director for Residential Operations and Administration by email at: [humphreyt@iit.edu](mailto:humphreyt@iit.edu) or by letter at 3241 S. Wabash #110, Chicago, IL 60616.

### Important Documents:

2011-2012 Room and Board Contract (section Q): [http://iit.edu/housing/choices/cancellation\\_terms.shtml](http://iit.edu/housing/choices/cancellation_terms.shtml)

2011-2012 Room and Board Rate Sheet: [http://iit.edu/housing/choices/cancellation\\_terms.shtml](http://iit.edu/housing/choices/cancellation_terms.shtml)

### Questions:

For questions or additional information regarding this process, contact the Housing Assignment Manager by emailing [rooms@iit.edu](mailto:rooms@iit.edu) or by calling 312.567.5075.