

LICENSE CANCELLATION REQUEST FORM

1 Your Housing License Agreement holds you financially to your housing assignment for the full license term. By completing this form, you are requesting a release from the financial responsibility for your housing assignment. UMB Housing is not required to approve release of the License Agreement outside the terms stated within that agreement. All requests are reviewed on a case-by-case basis, therefore please allow at least 15 business days for a decision to be made and communicated to you in writing. Please write clearly providing your current contact information and attach supporting documentation. I have read and understand this information. Initial:

2

University ID:	<input type="text"/>	Requested Check Out Date:**	<input type="text"/>
Last Name:	<input type="text"/>	First Name:	<input type="text"/>
Fayette Square Row Address:	<input type="text"/>	6 FRQ	<input type="text"/>

UMB Housing will contact you using the information provided

3 REASON FOR REQUEST (Please write a brief description of why you are requesting a release from your UMB Housing License and attach all supporting documentation to WKH HPDLO VXEPLVLRQ ZLWK WKLV IRUP)

4 I understand that if I am granted a release, any financial adjustments will be made according to the License Agreement.

License Cancellation Request Guidelines

- ; You are requesting a release of your financial obligation for the current license term with respect to your housing assignment.
- ; Choosing to P R Y H R X W S R g assignment does not release you of your financial obligations agreed to by your original license agreement. Your license agreement is for the entire license term.
- ; If your request to be released from the license agreement is approved your room charges will be adjusted based on your official release date and your signed move out form. Please be mindful that you are not paying monthly rent so your financial obligation is not pro-rated on a daily basis. Your account will be adjusted by a proportion of your remaining installments.
- ; If your request is denied you are fully responsible for all of your license fees for the entire license term. Should you check out of UMB Housing prior to a decision on your cancellation request and later to return following a denial please be aware that your original assignment may not be available. Re-assignment will be based on availability.
- ; Submit the completed cancellation request and supporting documentation to the UMB Housing Office; attn. Director of UMB Housing at 515 W. Fayette Street, Toronto, Ontario M5T 1R7

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