

**Department of Housing Services
UNDERGRADUATE/GRADUATE CANCELLATION NOTIFICATION**

For students currently enrolled and canceling their Fall 2011 room assignment prior to move in.

Name _____
(Please print) Last First Middle Initial

_____ Room Number PennCard Identification No.

I request that my room assignment for the 2011-2012 year be cancelled. I understand that because I have already signed an Occupancy Agreement that I will be charged a cancellation fee according to the schedule below.

Check cancellation reason:

___ RA/GA position ___ Study Abroad ___ L of A/Withdrawal
 ___ Fraternity/Sorority ___ Graduation ___ Other: _____
 ___ Off Campus, reason for going off-campus: _____

_____ Signature Date

Cancellation Notification Schedule			Charge
Prior	To	April 1st	\$250.00
April 1st	To	May 15 th	\$350.00
May 16 th	To	June 30 th	\$450.00
July 1st	To	August 30 th	25% of Semester Rent
August 31 st	To	September 7 th	\$100.00 + 25% of Semester Rent
No Shows Cancelled on September 7 th			\$100.00 + 25% of Semester Rent

DEAN OR STUDY ABROAD ADVISOR: This stamp certifies that the above-mentioned student will be receiving Penn credit (Penn approved program abroad) at another institution. The standard cancel fee will be waived if this cancellation is received by the Assignments Office on or prior to April 30, 2011. For those received May 1, 2011 or later, the above schedule will apply.

_____ Signature Date

Return to Assignments Office, 3702 Spruce Street,
Philadelphia, PA 19104-6027. (FAX 215-573-2061)