

**Application for Early Termination  
Residential Services  
Assignments Office  
Graduate ( ) Undergraduate ( )**

Name: \_\_\_\_\_ College House/Building: \_\_\_\_\_ Room #: \_\_\_\_\_  
Last First

School: \_\_\_\_\_

Number of Semesters at Penn: \_\_\_\_\_ PennCard #: \_\_\_\_\_

Reason for Termination: \_\_\_\_\_ Expected Date of Move-Out: \_\_\_\_\_

Signature: \_\_\_\_\_

Recognized reasons for termination are official graduation, leave of absence, and withdrawal. Leave of Absence/Withdrawal – A resident must vacate the room and turn in keys within 48 hours after the date of withdrawal or leave. Such residents will be charged \$100.00 for terminating early and rent prorated based on the date the cancellation is effective. **CANCELLATION IS NOT EFFECTIVE UNTIL THE ASSIGNMENTS OFFICE HAS RECEIVED OFFICIAL NOTICE FROM THE SCHOOL AND KEYS HAVE BEEN RETURNED.**  
 (see Occupancy Agreement)

**NOTE:** In all cases of early termination, no refunds will be made after the tenth week of classes each semester.

.....

The Dean's Office of the School in which you are registered must complete the portion below. (CAS, Wharton, Medicine, etc.) : The Study Abroad office may sign in the case of Penn approved programs abroad. Approval is not necessary for Fall Semester Exchange Students.

Dean: This stamp certifies the above-mentioned student:

- \_\_\_ Will **graduate** \_\_\_\_\_  
date
- \_\_\_ Has **withdrawn**, effective \_\_\_\_\_  
date
- \_\_\_ Has been granted a **leave of absence**, effective \_\_\_\_\_  
date
- \_\_\_ Is a Penn student who will be participating in a Penn approved program abroad, effective \_\_\_\_\_  
date
- \_\_\_ Fall Semester Exchange Student completing his/her program at Penn, effective \_\_\_\_\_  
 (a stamp or signature is not necessary)
- \_\_\_ End of semester for Graduate student; classes have been completed, student leaving the University.  
 The earliest effective date for Early Termination is June 1.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
School

\_\_\_\_\_  
Date

Official Stamp or Seal:

Student must return to: **Assignments Office  
Stouffer Commons  
3702 Spruce Street  
Philadelphia, PA 19104-6027**