

Department of Residence/Greek Facility Contract Cancellation Policy 2007-2008 Academic Year

Students that join the Greek Community on or before August 1, 2007 at 5:00 PM may cancel their Department of Residence Housing and Dining contract by forfeiting their \$125 prepayment. Any student who cancels their Department of Residence contract after August 1, 2007 at 5:00 PM to move into a Greek Chapter house that is in good standing with the Dean of Students Office will forfeit 80% of the unused daily room and board fee, plus the \$125 prepayment.

Exemptions: After August 1, 2007, 100 exemptions will be provided by the Department of Residence to the Office of Greek Affairs to distribute to Greek facility chapters in coordination with Interfraternity Council and Collegiate Panhellenic Council policies. The penalty for the cancellation of these exemptions will be 15% of the unused room and board, plus the \$125 prepayment. There will be no refund for unused Dining Dollar\$ and un-issued Dining Dollar\$ will be issued and billed at face value. Residents not yet assigned a room will be billed 15% of the value of a standard double room plan and the Premium Cyclone Unlimited meal plan.

Specific note: The standard contract cancellation deadline for newly admitted students is May 1, 2007. The standard contract cancellation deadline for continuing residents is March 1, 2007.

Contract Cancellation Process

1. **Membership Acceptance Card (Bid Card)** must be received by The Office of Greek Affairs (or postmarked) within 72 hours of the new member acceptance (completed in full including signature and date).
2. **Chapter** must notify Allison Donaldson in The Office of Greek Affairs through an e-mail or fax (adonalds@iastate.edu or 515-294-6331) which includes:
 - Student Name intending to break DoR Contract
 - Student ID Number
 - Residence Hall Assignment
 - Chapter Affiliation
3. **New member** must notify the Department of Residence via fax, mail or e-mail of their intent to cancel their contract. If mailed, the postmark on the envelope will be considered the date of cancellation.

Department of Residence Administrative Office
2419 Friley Hall
Ames, IA 50012
515-294-2900 (phone)
515-294-0623 (fax)
housing@iastate.edu

The notification must include:

- Student Name
- Student ID Number
- Residence Hall Assignment
- Chapter Affiliation
- Official statement stating that you are cancelling your contract to move into a Greek facility