Students who join the Greek Community on or before August 1, 2012 may cancel their Department of Residence (Housing) and ISU Dining (Meals/Board) contract to move into a fraternity or sorority house by forfeiting their $125 prepayment. Any student who cancels their Department of Residence and ISU Dining contract after August 1, 2012, to move into a fraternity or sorority house will forfeit their $125 prepayment AND be assessed the 80% housing cancellation fee (equal to approximately $5,565 for typical residence hall room) unless the chapter is eligible for additional contract breaks.

**Additional Contract Break Exemptions after August 1, 2012**

- Greek chapters in **good standing** that are below 85% of their target capacity and have at least 85% of their eligible membership living in their facility are eligible for unlimited contract breaks at 15% of unused room and board until they reach their **target capacity**.
- Chapters in good standing at or above 85% of target facility capacity are eligible for two additional contract breaks at 15% of unused room and board to be used throughout the academic year (August 2012-May 2013).
- If chapters do not use their two additional contract breaks (at 15% of unused room and board) by November 30, 2012 then the contracts are doubled for the Spring 2013 semester. *(Examples: If a chapter has one remaining contract as of 12/1, then it doubles to become two for S13. Or, if a chapter has two remaining contracts as of 12/1, then they have four for S13).*
- Chapters with more than 15% of their soph/junior/senior members living out of the facility but residing in Ames (not including those living in the Department of Residence) are not eligible for unlimited contract cancellations. Contract cancellations are meant to provide support to those chapters with a significant number of their members studying abroad/student teaching/interning, as well as those with low facility occupancy rates as of August 1.
- After August 1, 2012, all contracts broken will be subject to either the 15% or 80% housing and dining cancellation fee accordingly.

**Special notes:**

- The standard Department of Residence contract cancellation deadline for newly admitted students is May 1, 2012. The standard contract cancellation deadline for continuing residents is March 1, 2012.
- This policy also applies to continuing Iowa State students who have already contracted for 2012-2013 university housing. They have until August 1 to break their contract at no penalty.
- Chapters in **good standing** include meeting financial, judicial and academic standards of the Dean of Students Office, Office of Greek Affairs and their respective governing council (Collegiate Panhellenic Council or Interfraternity Council).
- **Target capacity** determined no later than June 1, 2012. This is verified annually between the Office of Greek Affairs and each fraternity/sorority leadership team.
- 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 Weekly 21 meal plan.
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. **New Member** must cancel their contract with the Department of Residence one of three ways:
   a. **Online** by logging onto Access Plus account
   b. **In Person** by visiting the Department of Residence Office, OR
   c. **Fax/Mail/E-mail** by completing the 2012-2013 Housing Contract Cancellation Form and returning to the Department of Residence:
   d. Department of Residence Administrative Office
      2419 Friley Hall
      Ames, IA 50012
      515-294-2900 (phone)
      515-294-0623 (fax)
      housing@iastate.edu

3. **Chapter** must notify the Office of Greek Affairs by submitting information for each new member breaking a contract at: [http://www.greek.iastate.edu/contract/](http://www.greek.iastate.edu/contract/).