Department of Residence/ISU Dining/Greek Facility Contract Cancellation Policy
2013-2014 Academic Year

Students who join the Greek Community on or before August 1, 2013 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, 2013, to move into a fraternity or sorority house will forfeit their $125 prepayment AND be assessed the 15% housing cancellation fee unless the chapter is not eligible for additional contract breaks.

Additional Contract Break Exemptions after August 1, 2013

- Greek chapters in good standing that 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 maximum capacity.
- Chapters with more than 15% of their sophomore/junior/senior members living out of the facility but residing in Ames (not including those living in the Department of Residence) are eligible for 2 contract breaks for the academic year, and 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, 2013.
- If a member desires to cancel their Department of Residence and ISU Dining contract after August 1, 2013 to move into a facility not in good standing or that has below 85% of their eligible membership living in the facility, they will forfeit their $125 prepayment AND be assessed the 80% housing cancellation fee (equal to approximately $5,565 for typical residence hall room).
- After August 1, 2013, 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, 2013. The standard contract cancellation deadline for continuing residents is March 1, 2013.
- This policy also applies to continuing Iowa State students who have already contracted for 2013-2014 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).
- Maximum capacity and membership numbers to verify 85% living in for each chapter to be determined by July 15, 2013. 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 – 3 steps

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](https://www.housing.iastate.edu/sites/default/files/Forms/2013-14%3DCancel.pdf)
   c. **Fax/Mail/E-mail** by completing the 2013-2014 Housing Contract Cancellation Form and returning to the Department of Residence:
      - http://www.housing.iastate.edu/sites/default/files/Forms/2013-14%3DCancel.pdf
   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/housing/contract-breaks/form](http://www.greek.iastate.edu/housing/contract-breaks/form)