

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**
 - 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>