

HOUSING CANCELLATION AND RE-ASSIGNMENT PROCEDURES
FOR SPRING 2010

READ THESE INSTRUCTIONS if you are:

- *requesting to cancel your housing for the spring semester, or*
 - *seeking a room change for the spring semester, or*
- *requesting a new room/suite/apartment mate for the spring semester*

***DISREGARD THIS NOTICE IF YOU WANT TO MAINTAIN YOUR
CURRENT ROOM ASSIGNMENT WITH YOUR CURRENT ROOM
OR APARTMENT MATE(S) FOR THE SPRING 2010 SEMESTER.***

HOUSING CANCELLATION

You MUST cancel your housing for the spring 2010 semester if you are:

- withdrawing from the University, or
- graduating in December, or
- transferring to another institution, or
- attending a Study Abroad or NSE program during the spring semester

You CANNOT cancel your housing simply to move off campus.

**Submit a "Housing Cancellation Request" form to your community office
by Friday, November 6th at 4:30 PM.**

This form may be printed from the Residential Life website
<http://reslife.binghamton.edu> or picked up at your community office.

*You will be notified if your request has been approved via your **BU e-mail address**.*

If you submit a cancellation request **after Friday, November 6, 2009**,
you will be billed the \$200 late cancellation fee.

***If you cancel your housing for the spring 2010 semester, you **MUST** vacate
your room, suite, and/or apartment by 11 am on December 19, 2009.***

If you later decide not to return to BU, but do not officially cancel, remove your possessions, and return your key(s) and access card by January 20, 2010, in addition to the late cancellation fee, you will be billed room rent for spring 2010 semester.

TURN PAGE OVER FOR REASSIGNMENT PROCESS

HOUSING REASSIGNMENT

All communication about this process will be sent to your BU e-mail address.

Mutual Request Reassignment – For the spring semester, to move into a room, suite, or apartment in any community where a vacancy exists, the current resident(s) of that room, suite, or apartment may request you as their new room, suite, or apartment mate.

If you have a vacancy in your room or apartment for the Spring 2010 semester, you will receive an e-mail from your community office.

- This e-mail will ask if there is a current on-campus resident or a student returning to campus housing from a study abroad or exchange program who you would like to name as your new room, suite, or apartment mate.
- If so, you will be directed to print and complete the Mutual Request Reassignment form attached to the e-mail and return it to your community office by the cited due date.
- *If you have a vacancy in your room or apartment, we encourage you to submit a mutual request; otherwise a random student will be assigned to your room or apartment.*

Wait List Reassignment – For the spring semester, to move into a room, suite, or apartment in any community where a vacancy exists, without a current resident signing you in.

If you do not have anyone signing you in as their room, suite, or apartment mate, you may request to move for the Spring 2010 semester through the Wait List process.

- A Wait List form may be printed from the Residential Life website <http://reslife.binghamton.edu> or picked up at your community office.
- If you have already completed a Wait List form earlier in the semester, you do NOT have to fill out another one.
- Please note Wait List requests do **NOT** guarantee that you either can or will be accommodated.

Study Abroad or National Student Exchange

- If you are naming a specific student(s) **returning from** a SUNY Study Abroad or NSE program as your mutual room/suite/apartment mate request, you must sign a University Housing License on behalf of the returning student and submit it along with the completed Mutual Request Reassignment form.

Chemical Free Housing

- If you are requesting to move to an available vacancy in Chemical Free Housing, you must submit the completed Housing Application and Agreement form along with a completed Mutual Request or Wait List form.

Break Housing

- If you are requesting to move to an available vacancy in one of the halls designated for break housing (Whitney, Champlain, Windham, Lehman, or Mohawk), you must submit the completed Agreement form along with a completed Mutual Request or Wait List form.

Apartment Communities

- Traditionally-aged, first-year freshmen are not permitted to live in either apartment community.

Off-Campus Students

- Requests from off campus students to return to University housing are contingent on availability and cannot be guaranteed.

***If you are moving to a different room for the spring 2010 semester, you MUST vacate your current room, suite, or apartment by 11 am December 19, 2009.
In early December, you will receive, via BU e-mail, instructions about how to room change.***