

Cancel Housing

Students may request to cancel the Confirmation and License Agreement by filling out the online cancellation form. Please read through all the information below before continuing to the online cancellation form. Cancellation fees will be assessed depending on the date of cancellation and the reason for leaving.

No cancellation fee is assessed for the following circumstances (if cancellation form and formal written documentation is provided prior to departure): Student must participate in an education program that requires out of town residency (40 miles) for part of the academic year (i.e. medical rotations, National Student Exchange, International Study Abroad, and Co-Op.), or to students who can provide a proof of graduation, or to students who withdraw due to deployment for an armed service.

The following special circumstances might reduce the cancellation fee if formal documentation is provided:

- Student has a medical condition requiring special accommodations that cannot be met by the Campus Housing.
- Student marries or has an addition of a dependent child preventing student from living in the traditional halls and there are no family units available in housing.
- Student living in family housing adds an additional family member and this requires a larger living unit and none is available.
- Student withdraws and is not registered at the University of Louisville.
- Student has completed special program and will no longer be associated with the university.
- Student can document significant change in financial aid due to loss of scholarship (it is important to notify housing as soon as you receive this information).

PLEASE NOTE - Delays in canceling may increase your cancellation fees.

Cancellation dates and fees are as follows:

12 Month Apartment Cancellation Fees:

- Students granted release for a special circumstance as listed on the license will be held accountable for one month's license fee.
- Students granted release but do not qualify for special circumstances will be held responsible for two months' license fee.

Residence Hall and 9 Month Apartment Cancellation Fees:

- Prior to May 1st **or** prior to receiving confirmation of assignment:
 - Students canceling by May 1st or before receiving confirmation of their assignment will be allowed to cancel with no penalty, however, **with loss of \$175 nonrefundable processing charge.**
- May 1 to June 30th:

- Students canceling with/without special circumstances, a \$200 cancellation fee will be assessed to their account.
- July 1 to July 31st:
 - Students canceling with/without special circumstances, a \$700.00 cancellation fee will be assessed to their account.
- After August 1st to Friday of the first week of class:
 - Students canceling or who do not cancel their license yet fail to move into their assigned space will be held responsible for 50% of the fall semester's rent.
- Fall Semester:
 - Students granted release after the first week of class for the fall semester for a special circumstance will be held accountable for the full fall semester rent.
 - Students granted release after the first week of class for the fall semester not qualifying for special circumstances will be held responsible for the fall semester rent and 50% of the spring rent.
- Spring Semester:
 - Students who cancel spring housing before January 1st will be held accountable for 50% of the spring semester rent.
 - Students who cancel spring housing after January 1st will be held accountable for the full spring semester rent.

Summer Cancellation:

If you live in Bettie Johnson Hall, Billie Minardi Hall, Community Park or Kurz Hall:

Cancel from Jan.1 - March 31st: 1 month's rent

April 1 - May 1: 2 month's rent

After May 1st it is the entire contracted cost for housing.

If you live in Wellness House or University Tower Apartments 7 - 11 floors

A summer assignment must be canceled online two (2) weeks prior to the time you are scheduled to move in. Failure to follow this procedure or not check into your room within one (1) week after the date requested (no-show), will result in a \$100.00 cancellation/no-show fee. ***Withdrawal*** during the summer semester requires written documentation from the Registrar. Your student account will be charged the ***\$100.00 cancellation fee and two (2) weeks rental fees.***

You will be billed for the dates requested. There will be "NO REFUNDS" if you choose to move-out before the dates indicated on your electronic Summer Housing Application Form. Make sure your requested dates are correct.

Summer Rent Refunds: No rent will be refunded once you check in and the summer term begins. Appeals may be made for early check out and will be reviewed on an individual basis. Special circumstances include medical conditions or university class cancellations. Documentation is required. If appeal is approved, a \$100.00 cancellation fee will still apply.

Definition of Wavier Student:

Students approved for waiver of their University admissions application fee may request a waiver of the \$175 processing charge.

Appeal Process:

Students wishing to appeal cancellation fees must do so in writing at the time of cancellation. A completed cancellation form along with supporting formal dated documentation will be required for the appeal to be considered. The documentation should demonstrate why you missed the dated deadlines listed above. The student will be notified in writing once the decision has been made.

To contest the appeal decision, a letter must be submitted to the director of housing within one month of receiving the appeal decision letter.

Formal dated documentation examples include:

- Dated letter from registrar or academic unit demonstrating reduced aid or loss of scholarship
- Official letter from another institution documenting date of application and admittance
- Detailed doctor's note
- Marriage or birth certificate
- Dated military reporting papers

Payment

Please note that cancellation fees should be paid quickly. Outstanding balances on University of Louisville accounts will continue to accrue late fees in \$50.00 increments and will be sent to a collection agency. Send all payments to:

University of Louisville Bursar's Office
2211 S. Brook St.
Louisville, KY 40292.

[Continue to the Cancellation Request](#)