

# Room Reservation Cancellation Form



Last Name, First Name (print)		Id#
Current Bldg/Room	Phone #	Next year status    Fr   So   Jr   Sr

The Milwaukee School of Engineering Housing Policy states:

“The Milwaukee School of Engineering requires that all unmarried freshmen and sophomores under 21 years of age and whose primary residence is more than 30 miles away must live with parent(s) or in the residence halls.

Freshmen and sophomores requesting an exemption to reside off-campus must contact the Residence Life Department to request exemption. These students will be required to furnish documentary evidence in support of their request.

Students found in violation of this university Housing Policy may face charges against their student account until the violation is resolved.”

I wish to cancel my residence hall room reservation for the \_\_\_\_\_ term for the following reason. Please check one:

- I am an unmarried freshman/sophomore under 21 years of age and my permanent address is Within the 30 mile commuting distance. The address is:

Street Address:		
City:	ST:	Zip:

- My permanent address is beyond the 30 mile commuting distance and I am an unmarried freshman or sophomore under 21 years of age. I will live with my parent(s) within the 30 mile commuting distance. The parent of the student must provide a notarized **Exception to the University Housing Policy form** verifying the student will be living within the 30 mile commuting range with their parent(s) or legal guardian(s). The form must indicate the local address of the family member or legal guardian and state that the student will reside with them at this address. *The Exception form must be completed and returned to the Residence Life Department.*
- I am 21 years of age or older and/or have junior/senior credit status and will be living off campus.
- I am married.
- I will not be attending MSOE. Please state reason: \_\_\_\_\_
- Other reason: \_\_\_\_\_

\_\_\_\_\_ (Signature) (Date)

Please note: If you have reserved a room for the fall term and cancel your room reservation after July 1st, a \$150.00 cancellation fee will be charged to your student account.

Date Rcvd \_\_\_\_\_ Rmcharts \_\_\_\_\_