



NEW YORK UNIVERSITY

A private university in the public service

Department of Residential Life & Housing Services
383 Lafayette Street
New York, New York 10003
212-998-4600 (tel)
212-995-4099 (fax)
housing@nyu.edu (email)
www.nyu.edu/housing

All cancellations must be submitted in writing and signed by the student. Students may be assessed a \$1000 cancellation fee as provided in the license.

Spring 2010 Housing Cancellation Form

Students must submit written documentation from their school in support of their cancellation request. Please check the appropriate box below:

- I am a **December 2009 graduate**; I understand I will no longer have guaranteed housing.
- I am **withdrawing from the University**; I understand I will no longer have guaranteed housing.
- I am taking an approved **personal leave of absence**; I understand I will no longer have guaranteed housing.
- I am taking an approved **medical leave of absence**; I understand that, if eligible, I will maintain my guaranteed housing status as provided in the license agreement.

Students who are participating in an approved **NYU Study Abroad** program must complete the Spring 2010 Study Abroad Notification on the reverse side of this form.

Students who wish to cancel their housing license for reasons not listed above must submit a petition to be released. Petition release forms can be obtained at the Housing Services Office at 383 Lafayette Street or online at www.nyu.edu/housing/applications/forms.

Name: _____ **UID:** _____

Hall/Room Assignment: _____ **Net ID:** _____

Please check the box that describes your Spring 2010 housing status:

- | | |
|---|--|
| <input type="checkbox"/> Newly Admitted for Spring 2010 Freshman or Transfer Student | <input type="checkbox"/> Current Spring 2010 Undergraduate Resident Student |
| <input type="checkbox"/> Newly Admitted for Spring 2010 Graduate Student | <input type="checkbox"/> Current Spring 2010 Graduate Resident Student |

My signature below signifies my agreement to the terms as stipulated in the 2009-2010 Housing License pertaining to refunds, charges and eligibility for guaranteed housing in the future.

Signature: _____ **Date:** _____

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RECEIVED DATE

Cancellation effective date: _____
Processed by: _____ **Date:** _____



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This form must be submitted to the Housing Office by **December 1, 2009** with official program acceptance documentation.

Spring 2010 Study Abroad Notification

All Study Abroad Students (*going to, or continuing on a Study Abroad program*):

To maintain housing renewability for the 2010-2011 academic terms, you must complete Phase I – Re-Application. This process will begin February 2010. If you do not complete Phase I, you will lose your renewable status for 2010-2011. By re-applying you agree to the terms of the 2010-2011 Housing License.

*Note: Students participating in an NYU approved Study Abroad program for spring 2010 must complete and return this form to the Housing Services Office with a **copy** of your **official acceptance letter** no later than Tuesday, December 1, 2009. This notification will authorize us to update our records to reflect your study abroad status.*

NYU ID: _____ **Net ID:** _____

Last Name: _____ **First Name:** _____

Study Abroad program: (Please check the appropriate box.)

- | | | |
|---|---|--|
| <input type="checkbox"/> Other Approved Program | <input type="checkbox"/> NYU – Madrid | <input type="checkbox"/> Tisch – Cuba |
| <input type="checkbox"/> NYU – Berlin | <input type="checkbox"/> NYU – Paris | <input type="checkbox"/> Tisch – Dublin |
| <input type="checkbox"/> NYU – Buenos Aires | <input type="checkbox"/> NYU – Prague | <input type="checkbox"/> Tisch – Johannesburg |
| <input type="checkbox"/> NYU – Florence (La Pietra) | <input type="checkbox"/> NYU – Shanghai | <input type="checkbox"/> Tisch – London |
| <input type="checkbox"/> NYU – Ghana | <input type="checkbox"/> NYU – Tel Aviv | <input type="checkbox"/> Tisch – Prague |
| <input type="checkbox"/> NYU – London | <input type="checkbox"/> Stern-IBEX | <input type="checkbox"/> International Exchange Prgm |

Term returning: Fall 2010 Spring 2011

Signature: _____ **Date:** _____

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RECEIVED DATE

Confirmed with Study Abroad Office
Processed by: _____ **Date:** _____