

How To: Cancel your Housing Contract

Before cancelling your contract we first ask you to **be aware of the cancellation deadlines, as well as the possibility of an 80% cancellation penalty which can be equal to thousands of dollars** if those deadlines are not met. This information can be found in the Contract Terms and Conditions, sections V.B and V.D
<http://www.housing.iastate.edu/data/forms>

Step 1: Log onto AccessPlus and select the “Student Tab” from the top right corner. Select “Campus Housing” from the left hand link bar and select the appropriate year for which you wish to cancel.

Step 2: Select “Cancel my housing contract” under the My Housing Contract header

My Housing Contract OFFICIAL SUMMARY FOR:

Name	
Contract submitted for Fall 15-Spring 16	Cancel my housing contract
My contract date is date	Request a change to family housing
Contracted for non-family student housing	Change my text message preferences
Academic year contract ending May 7, 2016	Change information release contacts
I will not receive text messages from the DOR	Change my smoking status
2 information release contacts on file	Recontracting information
I am a non-smoker	
RECONTRACTING may be a different process than what you have done before. You will select your own space, so you will not submit assignment preferences. For details, including selection dates, refer to the RECONTRACTING link at right.	

Step 3: Fill in the appropriate information. If you are participating in a Co-op, internship, or Study Abroad/Exchange; please submit a waiver form to our office. Waivers can be found in the “Forms & Documents” part of our website
<http://www.housing.iastate.edu/data/forms>

Step 1 **Cancel Options** **Answer ALL questions marked REQUIRED in step 1** [Explain this step](#)

Cancel Reason-> ** Response Required **	Enter Cancel Reason
Cancel of Dining-> ** Response Required **	Enter Cancel of Dining

If you choose to cancel your meal plan, it **will not** be cancelled until you check out of your room. You will still be able to use it.

Depending on the time you are cancelling, you may also be asked to enter a checkout date.

Step 4: Click the Finalize Cancellation link to begin finalizing your cancellation.

Step 2 **Finalize Cancel** **This is your final step** [Explain this step](#)

Finalize Cancel-> My contract is not yet cancelled	Finalize Cancellation
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Step 5: Verify your email address is correct. This is where the contract cancellation email will be sent. Read and agree to the terms and conditions of the cancellation. **Be aware of the cancellation deadlines, as well as the possibility of an**

80% cancellation penalty which can be equal to thousands of dollars if those deadlines are not met. This information can be found in the Contract Terms and Conditions, sections V.B and V.D <http://www.housing.iastate.edu/data/forms>

After reading the terms and conditions, enter the last four digits of your nine-digit student ID number and click Finalize Contract Cancellation.

Step 2
Finalize Cancel [Explain this step.](#)

Current E-Mail-> Below is your ISU e-mail address where we will send a confirmation e-mail.
email @iastate.edu

Statement of Agreement->

Statement of Agreement - The 2015-2016 Housing Contract and ISU Dining Terms and Conditions (Terms) are available on the DOR website at <http://housing.iastate.edu/data/forms>. While you are expected to read the entire Terms document, we have summarized some key points in this Statement of Agreement.

- By e-signing and submitting this contract I am stating I have read, understood, and accept the Terms and all documents contained therein.
- I understand this is a LEGALLY BINDING contract with the DOR for the entirety of the contract term indicated above.
- I am aware that cancellation requests MUST BE COMPLETED in ACCESSPLUS or submitted in WRITING (e-mail is acceptable and must include my full name and ISU ID). CANCELLATIONS ARE NOT ACCEPTED. I may cancel my contract without penalty until **March 1, 2015 for Continuing On-Campus Residents or May 1, 2015 for New On-Campus Residents**. If I have a contract that begins the spring semester, I may cancel my contract, without penalty, by November 1, 2015. As is described in the Terms and Conditions, should I cancel after these dates, I may be responsible for 80% of the value of the Housing and Dining (if applicable) contract plus forfeiture of the prepayment.
- I, the undersigned, guarantee payment of all housing and dining rents and fees incurred during the time that I am assigned to and/or live-in on-campus housing. I understand that all rents and fees for housing and dining will be assessed to me via my UBILL (<http://www.ubill.iastate.edu/u-bill>).
- I authorize the DOR to access my student educational records maintained by Iowa State University for legitimate business purposes associated with my residing in University Housing. I also authorize the DOR to disclose my contact information to my assigned roommates.

My E-Sign of Cancellation-> Enter the last 4 digits of your ISU ID number to signify acceptance.

FINALIZE CONTRACT CANCELLATION Cancel Update

Step 6: Verify the cancellation went through by checking the main page. It should now look like this:

Campus Housing Enter keyword

On-Campus Housing Contract

Fall 15-Spring 16 path: [Fall 15-Spring 16](#) / [Cancel My Housing Contract](#)

Your housing contract has been cancelled

Contract Cancelled	Your contract has been cancelled. If you decide to live on campus you may finalize your contract once again.	Return to Main Page.
Step 1 Cancel Options	This step is complete	Explain this step.
	Cancel Reason-> Cancellation reason	
	Cancel of Dining-> Dining cancellation choice	
Step 2 Finalize Cancel	This is your final step	Explain this step.
	Finalize Cancel-> The contract cancellation I initiated date you cancelled is being processed	

An email will also be sent confirming your cancellation. Please keep this email for your records. **Be aware of the cancellation deadlines, as well as the possibility of an 80% cancellation penalty which can be equal to thousands of dollars** if those deadlines are not met. This information can be found in the Contract Terms and Conditions, sections V.B and V.D <http://www.housing.iastate.edu/data/forms>

If you have any questions, please contact us at housing@iastate.edu or 515-294-2900.

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