



UNIVERSITY OF SAN FRANCISCO

Student Housing

2023-2024 Housing Contract Cancellation Policy

Students who receive a housing assignment are able to submit a *request* to cancel their contract after it has been signed. Submission of a request to cancel one's contract does NOT automatically approve the cancellation request. Your request will be reviewed by our office based on your reason for cancellation.

Canceling Your Housing Contract Before Occupancy Start Date*

Students who submit a housing contract cancellation request may be approved if the request is submitted before the Occupancy Start Date **AND** the student has NOT occupied the assigned bedspace.

Canceling Your Housing Contract On/After the Occupancy Start Date*

On or after the start of the occupancy start date, a housing contract cancellation request may be approved for the criteria below with supporting documentation:

- **Medical reasons-** Medical conditions that are necessary for students to live off campus. In order to be approved for a medical exemption, students are required to obtain supporting documentation such as a Doctor's note explaining the necessity to leave on-campus housing. Students may also go to the Student Disability Services (SDS) Office should they feel they need to leave on-campus housing due to a disability related situation.
- **Unexpected Financial Change-** Students who have drastic AND unexpected financial reduction that occurs between signing the housing contract and the request to cancel.
- **Not Enrolled at USF-** Students who are not enrolled in USF within the contract period will automatically have their contract cancelled.

If you do not fall into one of the 3 above listed categories **you will not be able to cancel your contract at any point during the entire academic year either (a) after the start date of your contract or (b) after you have started to occupy your room space.**

***Occupancy Start Dates for the 2023-2024 Academic Year and Spring 2024 Terms:**

- August 19, 2023 for Academic-year, and Loyola Village, Fulton Flats, and Fulton House academic-year housing contract
- January 18, 2024 for Spring semester-only housing contract
- August 12, 2023 for St. Anne academic-year housing contract

- January 18, 2024 for St. Anne, Loyola Village, Fulton Flats, and Fulton House Spring semester-only housing contract
- The Occupancy Start Date will be adjusted to the first date the student occupies the assigned bespace if the approved occupancy date is earlier than the occupancy start date stated in the housing contract.

Contract Cancellation Fee

Students who submit a housing contract cancellation request after receiving a housing assignment- and **are approved** by Student Housing- will be charged a cancellation fee based on the fee structures outlined below. The cancellation fee is in addition to applicable room, meal plan, and repair/cleaning charges.

The cancellation fee will only be waived if a student is not enrolled at USF for the housing contract period; this criteria includes Leave of Absence, Withdrawal from USF, Study Abroad, and Graduation at the end of a semester. Otherwise, the cancellation fee will apply to each cancellation request that is approved.

2023-2024 Academic Year Cancellation Fee Schedule:

Please note that students who apply and receive housing for the 2023-2024 and receive approval to cancel their spring 2024 housing will be assessed based on the schedule below:

| Cancellation Date | Cancellation Fee Charged |
|------------------------------|---------------------------------|
| May 5, 2023 - May 31, 2023 | \$500 |
| June 1, 2023 - June 30, 2023 | \$750 |
| Starting July 1, 2023 | \$1000 |

Spring 2024 Cancellation Fee Schedule:

Please note that students who apply only for the spring 2024 semester will be assessed on a different cancellation fee schedule as listed below:

| Cancellation Date | Cancellation Fee Charged |
|--|---------------------------------|
| Before December 10, 2023 | \$250 |
| December 10, 2023 - December 31 , 2023 | \$500 |
| January 1, 2024 to January 16, 2024 | \$750 |
| Starting January 16, 2024 | \$1000 |