

University of California, Davis
CONTRACT CANCELLATION POLICY
Student Housing and Dining Services

PRIOR TO CANCELLATION DEADLINE

The Contract is effective as of the Date of Execution as specified in Part II of the Contract. Cancellation deadlines are included in the Contract. Students requesting a contract cancellation by the deadline are responsible for the cancellation fee unless otherwise noted. Any reservation fee paid will apply towards the cancellation fee.

Students not subject to the cancellation fee include:

- *Students requesting a cancellation while on the housing paid waitlist.*
- *Students with incomplete or unsigned housing contracts*

**AFTER CANCELLATION DEADLINE, OR
AFTER CONTRACT START DATE**

The Contract is effective as of the Date of Execution as specified in Part II of the Contract. Students requesting a contract cancellation are responsible for the cancellation fee in addition to applicable housing fees (room and board) whether they take possession of the contracted room or not.

Cancellations will be granted approval in cases where the student:

- **transfers** to another campus, is **dismissed** or **withdraws** from the University, participates in the Planned Educational Leave Program (**PELP**), participates in Education Abroad Program (**EAP**), or ***graduates** (not applicable for residents of The Green at West Village)
- is **denied admission** to UC Davis (or admission is **rescinded**)
- **fails to register** (by campus deadline), **cancels** registration, or **defers** registration to a future quarter
- presents proof of **marriage** occurring during the term of their Housing Contract
- participates in a campus supported internship experience such as the UC Washington (**UCDC**) and UC Sacramento Center (**UCSC**) programs or Quarter at **Aggie Square**
- ability to travel is prohibited due to VISA or other international **travel restrictions**.

Student status must be verified by Student Housing and Dining Services before granting a cancellation. Students may also be asked to provide supporting documentation for verification purposes.

EXCEPTIONS: Exceptions may be granted at the discretion of Student Housing and Dining Services. In addition to the reasons noted above, unusual, and compelling circumstances including financial and medical hardship, may justify consideration for cancellation and must include documentation. Cancellation requests are not approved when students remain enrolled but wish to move off campus. Submission of a cancellation request does not constitute approval.

CANCELLATION PROCESS

1. Before submitting a request for cancellation, students should review the approved reasons for cancellation in the contract and corresponding deadlines. Residents that have taken possession of the room should communicate or meet with the Resident Director (RD) assigned to their area to discuss concerns. Issues can often be resolved through conflict resolution and/or staff referral to appropriate resources. Students needing special accommodations should review the [Housing and Dining Accommodation](#) process before requesting a cancellation.

2. Students may request a contract cancellation by logging into the [myHousing Portal](#) and selecting *Cancel Housing*. Student will be asked to provide the reason for cancellation and any supporting documentation for the review process.
3. Requests are reviewed weekly, and decisions communicated by email within 7 business days of submission. Additional documentation may be requested which can extend the decision date.
4. **If approved**, the student will be responsible for paying a prorated amount of the housing fees (room and board) based on the confirmed vacate date or the approved cancellation date, whichever comes later, in addition to the cancellation fee.
5. **If denied**, students will be held responsible for the contractual obligations, financial or otherwise. **If denied after the contract start date**, a contract release appeal may be submitted within 14 calendar days of the denial letter date. Students will be held to the contractual obligations, financial or otherwise until their appeal decision is made final.
 - a. If a student abandons their room by not occupying or vacating the space, they will be responsible for paying the room rate for the remainder of the housing contract. A request can be made to cancel the meal plan if the room is abandoned while enrolled.

DEFINITION OF TERMS

Cancellation Deadline – The deadline for students to cancel their housing application. Students may be permitted to cancel after the deadline for one of the approved reasons noted in the contract.

Cancellation Fee – A cancellation fee is charged to a student's account when an executed contract is ended prior to the contract end date. Students can find the fee amount and terms in their contract.

Contract Start Date - The day the contract officially begins typically on or near the move-in date.

Date of Execution – The date of execution is when the application is completed, and the contract is signed. Once executed, students will be held to the terms of the contract, financial or otherwise.