

## Cancellation of Housing

If your plans have changed and you will not be needing to reserve a bed on the Bismarck State College campus please fill out this form and send it back to:

BSC Student & Residence Life Office

PO Box 5587

Bismarck, ND 58506

It is the policy of the Student and Residence Life Office to approve cancellations if notified thirty (30) days prior to the designated move in date (January 7, 2024) or a cancellation fee of \$100.00 will be assessed; however, terms under SBHE policy 830.2 may apply in cancellations made within 30 days prior to the designated move in day and if BSC is unable to find someone to take over the reserved & contracted space. Bismarck State College will need a 30-day notification prior to move in date in writing with appropriate reason otherwise the \$100.00 cancellation fee will be assessed. The Student and Residence Life Office may make exception for individuals cancelling due to waiting list status.

Please cancel my housing reservation for the Spring 2024 academic semester.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Reason (Optional) \_\_\_\_\_

Signature: \_\_\_\_\_

Please note: This form must be received by the Student & Residence Life Office on or before January 7, 2024 or a cancellation fee of \$100.00 will apply.

FOR OFFICE USE ONLY:

Date Received \_\_\_\_\_