Residential Life and Housing/Dining Contract Appeal Cancellation Request
2019-2020 Academic Year

Name: _____   Student ID: _____

Hall: _____   Suite/Room: _____   Phone: _____

Home Address: _____

Please answer the following:

Are you requesting to be released from your Room Only?   Yes   No   if yes, date effective: _____

Are you requesting to be released from your Room AND Meal plan?   Yes   No   if yes, date effective: _____

Are you withdrawing from RIC, graduating, or studying abroad?   Yes   No   if yes, date effective: _____

Do you plan to move to your home address or a local off-campus apartment?   Home Address   Local Apt.

In the event that your request is denied will you remain living in your room?   Yes   No
If you answer no to this question, you must immediately vacate your room on the effective date listed above.

Please indicate the type of release you are requesting. Please include a personal statement supporting why your cancellation request should be granted. Please include all relevant documentation for your type of request i.e. doctor notes, letter from the financial aid office in support of your request, etc…

All requests must be submitted to the Director of Residential Life and Housing.
Electronic submissions can be sent to housing@ric.edu

Financial: _____   support letter & documentation attached? :   Yes   No

Medical: _____   support letter & documentation attached? :   Yes   No

Personal: _____   support letter & documentation attached? :   Yes   No

Other: _____   support letter & documentation attached? :   Yes   No

I understand that by completing this appeal cancellation request that my housing status has not changed. The request will be reviewed by the Office of Residential Life and Housing. Students whose cancellation request is denied will remain assigned and are responsible for paying the various fees/costs associated with on-campus housing for the fall and spring semester(s).

Student Signature: _____   Date: _____

For office use only

Received date _____

Logged _____

Appeal granted _____
date

Appeal denied _____
date

REFUND POLICY FOR WITHDRAWAL FROM THE COLLEGE *(Housing fees only)*
• 100 percent prior to August 1st
• 90 percent prior to the first day of classes
• 75 percent during the first week
• 50 percent during the second week
• 25 percent during the third week
• No refunds after the third week of classes

Meal Plan refunds shall be based upon the Dining Services Meal Plan Refund Schedule for 2019-2020 academic year which can be found at www.ricdiningservices.com