Contract Cancellation Request Form

Students living on-campus have entered into a full academic year contract. To be eligible for a contract cancellation please return this completed form with required documentation to the Office of Residence Life located in the Bair Family Student Center. Incomplete applications and supportive documentation will result in a denied request. Students who are approved for contract cancellations prior to the expiration of their contract may be assessed a $250 cancellation fee in addition to all fees as stated in the Residence Hall Contract or Jorgenson Family Unit Contract.

All meal plan change requests must be submitted online through the Meal Plan Change Request Form at: http://rocky.edu/student-life/housing-residential-life/MealPlan.php

Name:___________________________________________ Email:___________________________________________

Residence Hall:____________________ Room #:____________________ Phone #:____________________

Reason(s) for Contract Cancellation

_______ Student will not be returning to Rocky Mountain College after the close of the current academic semester
   Must have notified the Office of Financial Aid located in Prescott Hall and the Office of Student Records located in Eaton Hall. Confirmation must be received by the Office of Residence Life from the Office of Financial Aid and the Office of Student Records before residence hall check-out will be authorized.

_______ Student will be withdrawing from Rocky Mountain College and not completing the current academic semester
   Must have completed the withdrawal process with the Office of Student Records located in Eaton Hall. Confirmation of withdrawal must be received by the Office of Residence Life from the Office of Student Records before residence hall check-out will be authorized.

_______ Student will be graduating at the end of the current academic semester (NO CANCELLATION FEE)
   Must have applied and been accepted for graduation by the Office of Student Records located in Eaton Hall. Confirmation of graduation application must be received by the Office of Residence Life from the Office of Student Records before residence hall check-out will be authorized.

_______ Student will be moving out of Yellowstone county to complete an RMC required internship, student teaching assignment, or study abroad program. (NO CANCELLATION FEE)
   Must have applied and been accepted for an internship, student teaching assignment or study abroad program. Confirmation must be received by the Office of Residence Life from the Office of Student Records before residence hall check-out will be authorized.

_______ Student meets the criteria to live off-campus and will be moving off-campus before the expiration of their Residence Hall Contract (select options below)

Student meets the criteria to live off-campus and will be moving off campus before the expiration of their Residence Hall Contract.
Select all that apply.

_______ Student is of at least Junior status (successfully completed 60 credits or more)
_______ Student is 21 years of age or older
_______ Student is living with a parent or legal guardian in Yellowstone County during the academic year
_______ Student is married
   Must attach copy of valid marriage license
_______ Students has dependent(s) living with them during the academic year
   Must attach copy of dependent(s) birth certificate(s) or court document(s) verifying guardianship
_______ Student has enrolled part time (6 credits or less)
_______ Student has a verifiable medical need that RMC Residence Life cannot accommodate
   Must attach letter from diagnosing physician listing required medical needs
_______ Student has a verifiable financial need
   Must have current FAFSA on file with the Office of Financial Aid; may be requested to complete the Off-Campus Housing Expense Estimation Form
_______ General Exemption (Cumulative GPA of 3.70 or higher and successful completion of at least 27 RMC course credits)
_______ Not cancelling contract due to an off-campus exemption
By checking the box below, you are agreeing that you understand the Rocky Mountain College Residence Life requirements and verifying that the information given in this application is true and accurate.

☐ Yes, I hereby accept the terms of this contract.