

**UCM Student Housing  
Prior to Move-in  
Request for Contract Cancellation**

Complete this form **only** if you are requesting to cancel your contract **prior to the scheduled move-in date**. Use the other contract cancellation form after move-in day.

Please consult section 13 of your housing contract for the specific terms related to contract cancellation/termination. Sample contracts are available on the housing website (housing.ucmerced.edu). A liquidated damages/contract cancellation fee may be applied.

**PRINT NEATLY**

Full Name: \_\_\_\_\_ UCMID # \_\_\_\_\_

Current Phone: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_

Active E-mail Address: \_\_\_\_\_

Indicate the contract term you wish to cancel: \_\_\_\_ Summer School Housing \_\_\_\_ Academic-year Housing

**Please mark the category in which your circumstance applies:**

- |   |  |
|---|--|
| <input type="checkbox"/> Admission status rescinded   | <input type="checkbox"/> PELP – Planned Educational Leave Plan |
| <input type="checkbox"/> Attending another University | <input type="checkbox"/> SIR cancelled by student              |
| <input type="checkbox"/> Dismissed from UC Merced     | <input type="checkbox"/> Withdraw from UC Merced               |
| <input type="checkbox"/> Financial reasons            |  |
| <input type="checkbox"/> Moved off campus             |  |
| <input type="checkbox"/> Other, please explain _____  |  |

I am aware that if a “Contract Acceptance Notice” (email) was sent from the housing and residence life office prior to submitting this request, a liquidated damages/contract cancellation fee will apply.

\_\_\_\_\_  
Student Signature                      Date Submitted                      Guardian Signature if under 18 years of age                      Date

**RETURN TO:**  
Housing and Residence Life Office  
5200 N. Lake Road  
Merced, CA 95344