

HOUSING
CANCELLATION
PROCESS

Select the term which you want to cancel

UNIVERSITY OF CALIFORNIA
MERCED
HOUSING & RESIDENCE
EDUCATION

UC MERCED HOUSING PORTAL

HOME SUMMER/ACADEMIC YEAR HOUSING APPLICATION & EXEMPTION YEAR ROUND APPLICATION 2021-2022 **HOUSING CANCELLATION FORM** LOG OUT

This is a storage widget to hold text that won't be displayed to student users.

****No Housing application fees!!!**

****Deadline to Sign Summer Contract is Friday, May 7th 11:59pm.**

****Deadline to Sign Fall 2021 Contract is Tuesday, June 1st at 11:59pm.**

****Application for Transfer Students ends Friday, June 4th, 2021 at 11:59pm.**

Fall 2021 Room Assignments

Room Assignments Posted

Fall 2021 room assignments are displayed in your application. Click to continue your application and your assignment will display, along with roommates and suitemates.

Order your CatCard Today!!

Your CatCard is your key to UC Merced campus services. It provides access to your residence hall, dining hall, library, gym, CatTracks bus, and other services. Visit the CatCard office online to submit your photo as soon as possible to make sure your CatCard is ready in time for move in. New and replacement CatCards ordered online can be picked up on campus at housing move in. For more information: <https://catcard.ucmerced.edu/services/photo-selfie>

Welcome to the Housing

Meal Plan

[Upgrade Meal Plan](#)

Fall Meal Plan:
U085

[SCHEDULE MY MOVE-IN APPOINTMENT](#)

Select the contract that you would like to cancel

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HOME SUMMER/ACADEMIC YEAR HOUSING APPLICATION & EXEMPTION YEAR ROUND APPLICATION 2021-2022 HOUSING CANCELLATION FORM LOG OUT

Select Term to Cancel

Please select a term below to begin your housing cancellation request.

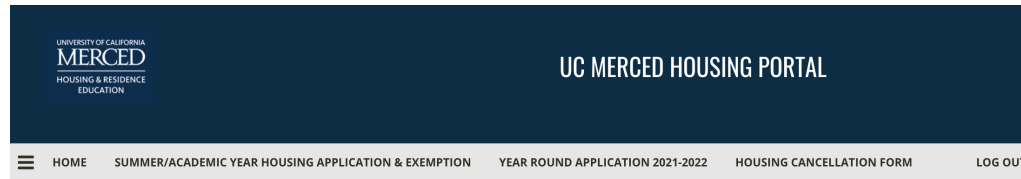
Please follow this [link](#) to read about the cancellation process timelines and fees.

****NOTE:** Housing Services is waiving the \$300.00 housing contract cancellation fee for any second year or continuing student who submits an Academic Year 2021-2022 or Year Round 2021-2022 contract cancellation through portal by 11:59pm, Monday, July 26th. ******

Fall 2021/Spring 2022 **CONTINUE**

Need help? [Click here](#) or call 209.228.2293

This is what you will see when you select the term



After Move-in Cancellation Overview

Housing and Residence Life Contracts are binding legal documents and Residents are expected to abide by and fulfill the term of the contract. Occasionally, serious circumstances arise after a Resident submits their contract and reservation fee which would merit a contract cancellation/termination. The terms for Contract Cancellation/Termination (noted below) may be found in the Housing and Residence Life Contract Section 13. A copy of this contract is available at <http://housing.ucmerced.edu>.

Student-Initiated Cancellation/Termination:

Applicants and eligible residents may request to cancel their residence halls application or void their contract by contacting Housing & Residence Life. Requests for contract cancellation should be submitted in writing either to the Housing and Residence Life office or online via the Housing Portal. Refer to the following for specific information:

- i. Resident and/or applicants who HAVE NOT yet taken possession of their room need to submit a written request to Housing & Residence Life to cancel their application before the June 1, 2019 cancellation deadline. Those who cancel after the deadline will be subject to a cancellation fee and will only be approved for criteria listed in part 3.
- ii. Resident and/or applicants who HAVE taken possession of their room need to submit a written request to Housing & Residence Life to cancel their contract and will be subject to a \$300 termination charge. Requests for cancellation will only be approved based on the criteria in part 3. Residents will still be responsible for room fees until the cancellation is approved. Once a cancellation is approved, student must completely vacate assigned room and turn in keys to the appropriate office to complete the move-out process. The room fees will be pro-rated based on the date keys are returned.
- iii. Cancellation Criteria: A contract may be cancelled only under the following circumstances: • Resident and/or applicant graduates • Resident and/or applicant transfers to another campus • Resident and/or applicant is dismissed from the university • Resident and/or applicant is a participant in the

Educational Leave Program (ELP) or withdraws from the university • Resident and/or applicant is denied admission to UC Merced or resident and/or applicant is admitted to UC Merced but fails to register, cancels registration, or admission is rescinded • Resident and/or applicant participates in an approved Education Abroad Program • Resident and/or applicant presents proof of marriage that occurred during the term of the contract

Request for Contract Release:

A Request for Contract Release will be considered only when a condition exists that originated after the Residence Hall Conditions of Contract was signed and over which the resident has little or no control. Please note that financial hardship alone does not warrant release from the contract. Exceptional situations that involve a number of factors that taken individually do not merit release from the contract but taken together may justify release.

- i. Release Request Process: Before submitting a Request for Contract Release residents should communicate or meet with the Residence Life Coordinator assigned to their area or other appropriate staff member to discuss concerns. Issues can often be resolved through staff referral to appropriate resources and conflict resolution.
- ii. Requests for contract release should be submitted in writing either to the Housing and Residence Life office or online via the Housing Portal.
- iii. The Business Systems Analyst will make a decision as to whether or not the resident is to be released from the contract after carefully reviewing submitted information. The terms and conditions of the residence hall contract will also be taken into consideration. Additional information may be requested as part of the review.
- iv. The student will be notified as to whether the request has been approved or denied. If approved, the resident will need to complete the move-out process and instructed. Residents will still be responsible for room fees until the release is approved. Once a release is approved, student must completely vacate assigned room and turn in keys to the appropriate office to complete the move-out process. The room fees will be pro-rated based on the date keys are returned.
- v. The decision provided is final. An appeal to the Director of Housing & Residence Life may be made only if the resident has additional information that was not considered in the original request.



Need help? [Click here](#) or call 209.228.2293

You will then
fill out the
"After Move-In
Cancellation"
Form

The screenshot shows a web browser window with the URL `ucmerced.starzhousing.com/StarRezPortalx/E26F09FD/22/156/HOUSING_CANCELLATION-After_Move_in_Cancel?UrlToken=696FC4DA&TermID=63&Classif...`. The page title is "After Move-in Cancellation Form".

After Move-in Cancellation Form

This page will time-out if data entry takes too long. You will lose unsaved work.

If your documentation will take more than a few minutes, we highly recommend that you draft your statement in an outside application. When you have the statement and supporting documentation complete, visit this page and copy and paste the information into the box and attach files (if applicable).

You will receive a confirmation e-mail when your request has been submitted.

Cancellation Reason

In the space below, type a DETAILED description of your compelling reasons for requesting a contract cancellation. Attach all supporting documents below.

Requested Move-Out Date

Please attach any supporting documents here (marriage license or supporting medical or financial documents). If you are requested cancellation for unanticipated financial circumstances, include written documentation demonstrating a **what changed in your financial circumstances after the date you signed your housing contract.**

If you are requesting a leave or withdrawing, no additional documentation is needed.

File Upload

If you are requesting a leave or withdrawing, no additional documentation is needed.

File Upload



Choose a file, or drag it here

*Only requests on behalf of marriage and/or dissociation from the University are reviewed immediately; all others are reviewed at the end of each semester.

I certify that the information presented above is accurate and complete and have attached all relevant documents to support my request. I also understand that if my request is granted, I will be assessed a cancellation/liquidated damages fee in accordance with the charge schedule noted on the reverse of this form. Submitting this request does not relinquish me from financial responsibility. By not properly checking-out of my room, I waive my right to appeal any damage billing.

There is no cancellation fee for early termination of the housing contract for academic year 2020-2021 due to covid19.

Cancellation Fee Appeal

Students with a signed contract will be assessed a cancellation fee to their student account based on the schedule below. This fee is not subject to appeal.

- \$0 Received before June 1
- \$200 Received between June 2 and August 1
- \$300 After August 1 (If you failed to cancel or after move-in)

You may, however, request to appeal this fee on the grounds of financial hardship or other special circumstances. Appeal review may take up to 3 weeks.

[I would like to submit a cancellation fee appeal](#)

[Please provide details to support your appeal request.](#)

Make sure to select "Submit Cancellation Form" when you are done filling out the form

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<empty>



SUBMIT CANCELLATION FORM