



Please review your housing contract for more information on the terms of a contract cancellation or buyout.

### Housing Contract Release Guidelines

Please note that if a student checks into a space, they are ***always*** responsible for the total amount of lived on nights and some additional fees may be added as listed below.

#### Academically Excused - Contract Cancellation

<u>Reason for Cancellation</u>	<u>Documents/ Confirmation Needed</u>
Graduating	*Email confirmation from Academic Advisor to University Housing Office *Housing Release Form Submitted
Student Teaching/ Internship for Academic Credit/ Study Aboard	*Email confirmation from Academic Advisor to University Housing Office *Housing Release Form Submitted
Medical	*Email confirmation from the Assistant Dean of Student Development or designee *Housing Release Form Submitted

#### Discontinuing Student - Contract Cancellation

Withdraw/Transferring/ No Longer a Student at NSU	*Email confirmation from Academic Advisor to University Housing Office *Housing Release Form Submitted
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#### Academic Interference - Contract Cancellation

<u>Reason for Cancellation</u>	<u>Documents/ Confirmation Needed</u>
Living with <b><i>Parents</i></b> in Broward, Dade or Palm Beach County	*Copy of student's driver's license, <b><i>parent's</i></b> driver's license, and utility bill/ lease, all with <b><i>matching</i></b> addresses within the tri-county area *Housing Release Form Submitted
Living with <b><i>Guardian</i></b> in Broward, Dade or Palm Beach County	*Copy of student's driver's license, <b><i>guardian's</i></b> driver's license, and utility bill/ lease, all with <b><i>matching</i></b> addresses within the tri-county area *Housing Release Form Submitted
Married or Domestic Partner	*Copy of marriage or domestic partnership certificate *Housing Release Form Submitted
You are a Veteran or in US Military Service	*Copy of military ID or similar proof *Housing Release Form Submitted
Age 25+	*University Housing Office will confirm this with University Records *Housing Release Form Submitted
49+ Credits	*University Housing Office will confirm this with University Records *Housing Release Form Submitted

#### ***\*Buyout Fee\****

*(Additional Cancel Fee for Students who do an Academic Interference Cancellation )*

If a student breaks their contract prior to the completion of the contract term dates, but remains a registered student at the university, that student will be responsible for a contract buyout and all the associated fees. Exceptions may only be made at the discretion of the Director University Housing, or their designees. Student staff may not approve a buyout exception.

Buyout Fee Detailed	Students who do a buyout, will be charged 50% of the total nights not lived on. If it occurs after the 10th week, 100% of the room rate is kept.
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#### ***\*Contract Cancellation Fee\****

*( Additional Cancel Fee for Students who do an Academic Interference Cancellation or Discontinuing Student )*

Cancellation of contract after submitting it for an Academic Interference or a Discontinuing Student reason	\$500.00
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