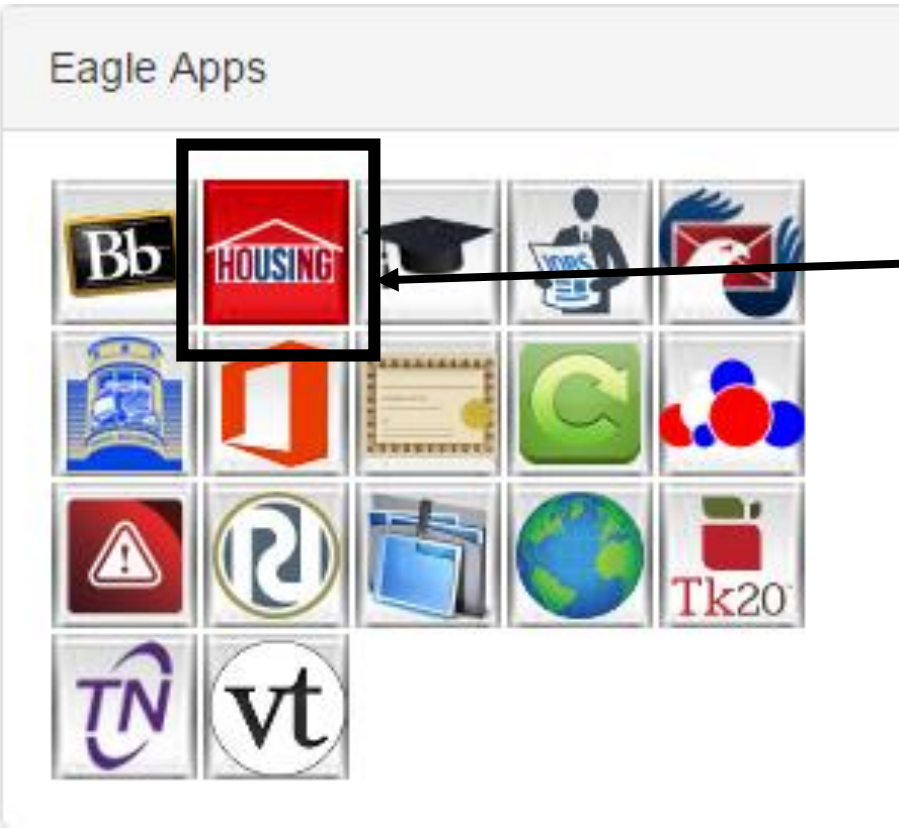


Housing How-To Quick Reference Guide

How to fill out a Contract Cancellation Request



**Log onto your myUSI
and select the red
Housing Icon**

Living Learning Communities (LLC) Fall 2017 - Spring 2018

Living Learning Community (LLC) students are immersed in a true living and learning environment. Residents live in close proximity to other students who share the same major or interest and attend classes together. Students select from nine LLC options: Business; Education; Exploring Majors; Global Community; Honors; English and Performing Arts; Nursing and Health Professions; Social Justice; and STEM (science, technology, engineering and mathematics). Different University departments sponsor each floor and assist in organizing programs, activities, and events highlighting various themes. Student staff members, Resident Assistants (RAs), are tied to an academic major or theme and many have been a part of the LLC. Each LLC has a distinct culture and personality. Students participating in LLCs tend to have a higher GPA than those who do not participate in the program.

You must have a 2017-2018 On-Campus Housing Application to apply for an LLC.

[Click HERE to Apply to Live in an LLC for Fall 2017-Spring 2018](#)

Housing Contract Cancellation Form

USI Housing Contracts are for the full academic year and any contract cancellation will result in cancellation fees as listed in the Terms and Conditions of your contract.

ALL STUDENTS must check out, returning their key to the Housing and Residence Life Office. After check-in has occurred, cancellations will not be processed without a check-out packet submitted to the Housing and Residence Life Office.

Cancellation of meal plans must be submitted directly to Food Services.

[Click HERE to Submit a Contract Cancellation Request](#)

Scroll down and click on this button in order to submit a Contract Cancellation Request



On-Campus Housing Summer 2017 ONLY

Move in Early Request - Fall 2017

The Move In Early Request Form will be available beginning June 1st, 2017.

Contract Cancellation Fall 2016 - Spring 2017

USI Housing Contracts are for the full academic year and any contract cancellation will result in cancellation fees as listed in the Terms and Conditions of your contract.

ALL STUDENTS must check out, returning their key to the Housing and Residence Life Office. After check-in has occurred, cancellations will not be processed without a check-out packet submitted to the Housing and Residence Life Office.

Cancellation of meal plans must be submitted directly to Food Services.

If a contract is cancelled at the end of the Fall Semester, charges will be adjusted on the student's account after the student officially checks out of the building and returns their key. Billing adjustments and cancellation fees will be processed within 14 business days.

University Health Center: As a student who lived in campus housing, you are enrolled in the Office Visit Plan (OVP). If you wish to cancel the OVP please stop by the University Health Center to complete a cancellation form. The OVP provides unlimited office visits to the University Health Center including a flu vaccine for no additional fee. Questions, please call 812-465-1250.

Fall 2016-Spring 2017 Housing Contract Cancellation Fees

HOUSING CONTRACT CANCELLATION FEES

Cancellation Fee Schedule for 2016–2017 Academic Year Contract;

Fall 2016

- From contract signature date to August 8, 2016 – charge 50% of Fall 2016 housing charges AND charge 50% of Spring 2017 housing charges
- From August 9, 2016 to September 5, 2016 (first two weeks of class) and no shows – charge 75% of Fall 2016 housing charges AND charge 50% of Spring 2017 housing charges
- After the first two weeks of class, students will be charged 100% of Fall 2016 housing charges AND charge 50% of Spring 2017 housing charges

Spring 2017

- Cancellations, no shows and check out during first two weeks of class - charge 75% of Spring 2017 housing charges
- Beginning third week of Spring 2017 classes - charge 100% of Spring 2017 housing charges

**Any contract cancellation
will result in cancellation
fees**

**All students must check out
and return their key to the
Housing and Residence Life
Office**

**Note the Fall 2016-Spring
2017 Cancellation Fee
Schedule**



[Fall 2016-Spring 2017 Contract Terms and Conditions Click HERE](#)

Contract Cancellation Cell Phone Number:

*

Contract Cancellation Personal Email:

*

Contract Cancellation Reason:

*



If you would like to review the Contract Terms and Conditions click here

Fill out the following information. Please provide as much detail as possible.

Click “submit” in order to submit your Contract Cancellation

Once your Contract Cancellation Request has been submitted you will receive an email on your USI Eagles email address detailing the cancellation fee appeal process. Please remember that you must check out and return your key to the Housing and Residence Life Office. If you have any questions you can call us at 812-468-2000 or email us at living@usi.edu