



Housing & Residential Life Cancellation Policy

*Please review this full document **BEFORE** submitting a formal request to cancel your Housing License Agreement

General Information:

- Students entering/currently residing in University Housing at New Mexico Tech may cancel their Housing License Agreement **without financial penalty** for the proceeding semester by submitting a 'Housing Cancellation Request Form' **on or before**:
 - **July 15** (for the fall semester)
 - **December 1** (for the spring semester)
 - **May 1** (for the summer semester)

**Note: These dates are concerned 'Open Cancellation Dates'.*
- Students who request to be released from their Housing License Agreement **after** the aforementioned dates for the respective proceeding semester **will be charged a \$400 cancellation fee** if their request is approved.
- Requests to cancel a Housing License Agreement made after the first day of classes are **NOT** eligible for a housing deposit refund.
- Students residing in University Housing at New Mexico Tech in the fall semester who wish to cancel their Housing License Agreement for the following spring semester will still be held responsible for the financial obligations of their Housing License Agreement (i.e., all Room & Board fees) if their request is approved.
 - Students seeking to be released from the financial obligations of their Housing License Agreement **must** complete a 'Housing Cancellation Request Form' and **specifically indicate** their desire be released from the financial obligations of their Housing License Agreement for the respective spring semester.
- **Housing Cancellation Requests will only be approved if a student is experiencing undue hardship and/or an extenuating circumstance(s).**

Undue Hardship/Extenuating Circumstances: Undue hardship/extenuating circumstances is defined as factors outside of a student's control that cause significant difficulty for a student to reside in University Housing at New Mexico Tech.

Examples of Undue Hardship/Extenuating Circumstances:

- The loss of a scholarship resulting in increased financial burden for the student.
- A student's legal guardian loses their source of income, resulting in increased financial burden for the student.
- A student's family member is diagnosed with a chronic illness that requires the student to provide care.
- A student is newly diagnosed with physical/mental challenge/variance that requires the student to live in a different housing environment that better supports their needs.
- A student has been accepted to transfer into another university/college.

Examples of Situations that **ARE NOT** Considered Undue Hardship/Extenuating Circumstances:

- Students not liking their roommate/suitemates.
- Students not getting their top choice for their building and room assignment.
- Students deciding they want to live off-campus rather than on-campus after signing their Housing License Agreement.
- Signing a lease for another property before requesting and being approved to cancel your Housing License Agreement.

- Students who are in conflict with their roommate/suitemates and do not want to address the conflict.
- Students not liking their Resident Assistant.
- Students not liking the community/environment/building in which they live.

***Note:** This list is not exhaustive. Other situations that are depicted here will be evaluated on a case by case basis by the Director of Housing & Residential Life for legitimacy on undue hardship.

Supplemental Documentation: Supplemental documentation for all requests submitted **AFTER** the aforementioned 'open cancellation dates' for the respective proceeding semester is **REQUIRED!** If such requests do not include supplemental documentation, they will be automatically denied.

What is Supplemental Documentation: Supplemental documentation consists of legitimate documents such as bank statements, check stubs, medical documents from a licensed medical professional, formal acceptance letters from other universities/colleges, etc. that support a student's request/rational for being released from their Housing License Agreement **without** financial penalty.

- If no supplemental documentation is provided with a Housing Cancellation Request Form after the aforementioned 'open cancellation dates' for the respective semester of cancellation, such requests will automatically be denied.

Acceptable Supplement Documentation:

- Financial documents that illustrate financial hardship – Bank statements, pay/check stub, etc.
- Medical documents that illustrate undue hardship – Recent diagnosis of a student/guardian, updated documentation illustrating a continued hardship for a student, an approved ADA accommodation from the Office of Access Services at New Mexico Tech, etc.
- Formal acceptance letters to other universities/colleges

***Note:** This list is not exhaustive. Other forms of documentation that may illustrate undue hardship will be evaluated on a case by case basis by the Director of Housing & Residential Life for legitimacy.

To submit a Housing Cancellation Request Form, please navigate to the Office of Housing & Residential Life's webpage (<https://www.nmt.edu/reslife/>), then scroll to the bottom of the homepage until you see 'Housing Cancellation Request Form' under 'Documents, Forms, and Policies' or follow the link below:

- **Housing Cancellation Request Form:** <https://form.jotform.com/233094672745059>