



Housing License Agreement Cancellation Request Form Process

1. All Housing License Agreement Cancellation Requests are to be submitted via the housing cancellation request form or via email to Residential_life@nmt.edu. Once the cancellation is received, the office of Housing and Residence Life will have up to five business days to process the request.
 - a. The Assistant Director of Housing Operations initially reviews all Requests. If the request meets the release guidelines in the housing agreement cancellation procedures, the student will be notified of their cancellation status.
 - b. If the reasons for cancellation differ from those outlined in the housing agreement cancellation procedures, the Assistant Director of Housing Operations will request additional information if needed and review the request along with the Director of Housing and Residence Life.
 - c. The requests may be for release or for fee exemption.
2. Once the decision has been made, the student will receive a response in writing to their New Mexico Tech email.
3. If there are any concerns with the appeal decision, the student may discuss an appeal with the Dean of Students at deanofstudents@npe.nmt.edu to discuss it further.

To find a copy of the Res Life Cancellation Form, please navigate to the Office of Housing & Residential Life's Cancellation Policy website (<https://nmt.edu/reslife/cancel.php>), then scroll all the way to the bottom of the page. The Res Life Cancellation Form will appear as a hyperlink titled "Housing License Agreement Cancellation Request Form."