



# NOTIFICATION OF INTENT TO VACATE

|                              |                     |
|------------------------------|---------------------|
| Last Name: _____             | COCC ID#: _____     |
| First Name: _____            | Room #: _____       |
| Email Address: _____         | Phone Number: _____ |
| Move-Out Date: _____         |                     |
| Reason for Moving Out: _____ |                     |
| _____                        |                     |

The following sections pertain to a student’s intent to vacate and are taken from the Housing and Dining Agreement that all current on-campus housing students sign prior to taking occupancy:

**AGREEMENT CANCELLATION BY THE STUDENT AFTER OCCUPANCY.** This Agreement is binding on the Student for the entire academic year (fall, winter, and spring terms), unless starting in winter or spring terms in which case the Agreement is for the period of the remainder of the academic year. The Student may not terminate this Agreement without prior approval of the College. The Student may request to terminate this Agreement after occupancy has taken place by submitting written notification to Housing. In the event of Agreement cancellation, the Student shall vacate the assigned room by the agreed upon date and comply with all agreement cancellation fees.

**AGREEMENT CANCELLATION FEES.** Students choosing to cancel this Agreement, or Student Agreements cancelled by the College, after occupancy and prior to the conclusion of the terms of the Agreement are subject to an agreement cancellation fee, as follows: (a) cancellations during the first two weeks of any academic term will result in assessment of a prorated charge of the room and board fee for every day the student lived in the Hall; (b) cancellations at any point after the second week of any academic term will result in assessment of the entirety of the current term’s room fees and a prorated charge for the current term’s board fees up to the move out date. In both cases, the Student will be assessed an additional agreement cancellation fee of \$1000.00.

**By signing below, I acknowledge that I am voluntarily cancelling my contractual Housing Agreement with Central Oregon Community College and according to the Housing Agreement, I am to be charged the agreement cancellation fees as noted above.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_