

# UCLA HOUSING CANCELLATION & REFUND POLICY

- Summer Sessions 2009 -

*IF YOU HAVE REGISTERED DIRECTLY WITH THE HOUSING DEPARTMENT AS AN INDEPENDENT INTERNATIONAL STUDENT YOU MUST CONTACT THEM DIRECTLY AND CANCEL YOUR HOUSING VIA THE WEBSITE ONLY AT WWW.ASKHOUSING.UCLA.EDU - DO NOT SUBMIT THIS FORM - THIS FORM IS FOR REGISTRATION CENTERS ONLY!*

## Housing Cancellation Fee

All cancellations incur a fee of \$300, independently of when the cancellation is made.

## Cancellation after Program Start Date

Cancellation requests received after the program start date will be charged the cancellation fee of \$300 plus the daily housing rate for each day before the cancellation is confirmed.

## Full Refund

A full refund will be issued if the contract cancellation is a result of circumstances beyond the student's control (i.e. visa denial, medical problems). Proper documentation must be provided.

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## HOUSING CANCELLATION/CHANGE FORM - REGISTRATION CENTERS ONLY!

*This form must be completed and sent to [international@summer.ucla.edu](mailto:international@summer.ucla.edu)*

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

UCLA ID# \_\_\_\_\_ E-mail \_\_\_\_\_

Session: \_\_\_ A 6-week \_\_\_ A 8-week \_\_\_ A 10-week \_\_\_ A-C 12-week \_\_\_ C 6-week

Room type booked: \_\_\_\_\_

Meals: \_\_\_ 21 \_\_\_ 15 \_\_\_ No meals

This is a request to: \_\_\_ Cancel housing reservation \_\_\_ Make changes to current reservation

Reason for Cancellation: \_\_\_\_\_

If you are making a change, please specify your request:

Session: \_\_\_ A 6-week \_\_\_ A 8-week \_\_\_ A 10-week \_\_\_ A-C 12-week \_\_\_ C 6-week

Room type being requested: \_\_\_\_\_

Meals: \_\_\_ 21 \_\_\_ 15 \_\_\_ No meals

Roommate request: \_\_\_\_\_

Roommate's UCLA ID #: \_\_\_\_\_

Student signature: \_\_\_\_\_

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

### Office use only:

Date received: \_\_\_\_\_

by: \_\_\_\_\_

Date Processed: \_\_\_\_\_

by: \_\_\_\_\_