University Housing Agreement Cancellation Policy

A student contracting for housing accommodations accepts and is committed to those accommodations for the entire contract period, unless the University has sufficient demand to allow for the vacancy left by the cancellation to be filled by a student who is not already committed to a housing contract.

If there is NOT sufficient demand as noted above, the Housing Agreement can only be cancelled if student’s affiliation with the university is terminated by: 1) withdrawal from the University, (2) academic dismissal, (3) graduation, (4) participating in a University approved study abroad program, (5) active military induction, (6) death of an immediate family member/guardian, or (7) long-term hospitalization of the student.

Housing Agreement cancellations have a direct impact on the University’s housing operations because the budget for the housing operations is derived entirely from operating revenue under the Housing Agreements.

The Housing Agreement is similar to other consumer contracts. Its value is that its terms provide conditions to which either party is assured compliance by the other. While many consumer contracts do not provide opportunities for a party to terminate the agreement, the Housing Agreement does provide for termination but only in accordance with the seven specific reasons listed above.

If a student needs to cancel the Housing Agreement for one of the seven permitted reasons, the student must submit a request to cancel to oncampus@rci.rutgers.edu and provide supportive documentation as noted below. Once the cancellation request is processed, the Assistant Director of Residence Life for Administration will respond in writing. If the student cannot demonstrate that they have met one of the seven enumerated reasons for cancelling the Housing Agreement, the cancellation request will be denied.

All required documentation must be faxed or mailed to:

Residence Life Assignments Office
Buell Hall, 55 Bevier Rd, Piscataway, NJ 08854
Rutgers, The State University,
Attn: Cancellation Committee
Fax: (732)-445-4992