



**evergreen**

Residential and Dining Services

## Contract Break

Name: \_\_\_\_\_ Student A #: \_\_\_\_\_

Present Assignment: \_\_\_\_\_ Phone: \_\_\_\_\_ Move out date: \_\_\_\_\_

### Contract Break

A Resident who moves out without an approved "Release from Contract Form" and/or is evicted by Residential and Dining Services will be considered to have broken their contract. A Resident with a broken contract is obligated to pay the full rental rate for the current quarter plus \$700 in fall quarter and \$350 in winter quarter for not honoring the remainder of their contract.

### Check Out Information

Residents must check out when they vacate their Unit and return any keys, and can do so by following the process outlined online or by contacting the RAD front office. Residents must check out before 12:00 noon on the Friday of Evaluation week of each quarter to avoid being charged for the full cost of the following quarter, as well as additional charges and/or penalties. Any meal plan on a resident's account will be cancelled and is non-refundable.

- I have a mandatory meal plan I would like to cancel
- I do not have a meal plan

I have read and understand the terms and conditions of breaking my contract. I understand additional fees will be charged to my student account for not honoring the duration of my contract. Failure to sign this form does not exempt residents from contract break fees.

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