



I-House Residential Room Contract Instructions ***Cancellation Due to the Effects of COVID-19 Spread***

The spread of COVID-19 has had a huge impact on our everyday lives. No one has escaped the impact this virus has had on us. We know many of you are concerned about the virus and would like to or are planning to return to your homes. Given these unprecedented circumstances, I-House is allowing current academic year contracts to be cancelled, in alignment with the policy that UC Berkeley campus housing has already implemented for students living in dormitories. Residents intending to depart I-House for the remainder of the academic year may elect to cancel their remaining contract according to the conditions detailed below.

In order to cancel the remaining time on their housing contracts, residents must agree to the following conditions:

- Completely fill out this form and submit it electronically to ih_acct@berkeley.edu at least five (5) business days prior to your proposed departure date from I-House.
- Select one of three cancellation dates:
 - **April 1, 2020**
 - **April 10, 2020**
 - **April 20, 2020**
- Your housing contract will be cancelled for the balance of the academic year from the date you have selected above. If you cancel your contract, you cannot return to residency in I-House during this semester. However, if you have not reached the eight semester residency limit, you are welcome to return in future semesters.
- After April 15, 2020, no further cancellations under this offer will be honored. You will be financially responsible for the remainder of your contract.
- You must move out **all** of your belongings, return any rental items to the RSC and return all keys to complete the check-out process. You **MUST** check out at the front desk.
- After your move-out, staff will verify that your room has been completely vacated. Once it has been verified that all keys have been returned and your room has been completely vacated, your account will be credited. Refunds will not be provided if rooms are not completely cleared out prior to departure.
- If you are not able to move out on the specific dates noted above, select the cancellation date immediately following your actual move-out date. Refunds are pro-rated based on the cancellation date you have chosen.
- Financial aid awards and any other debits on your account will be calculated and pro-rated for the remainder of the semester based on the departure date you have chosen above.
- This form **MUST BE** submitted for your contract to be cancelled and for you to receive a refund.

RESIDENT INFORMATION

Last Name: _____ First Name: _____

Address (please print clearly): _____

(Please make sure this is a valid address that you can access if we need to send you a refund check)

Email address: _____ Phone #: _____

If your cancellation generates a refund, please indicate how you want your refund paid to you:

- Check mailed to the above address
- Credit Card – refund back to the last card used on your account. Verify last 4-digits: _____

ROOM LOCATION

Room Type: Double Single Room # _____

YOUR SELECTED CANCELLATION DATE (PICK ONE)

- _____ **April 1, 2020**
- _____ **April 10, 2020**
- _____ **April 20, 2020**

SIGNATURE (REQUIRED)

I am requesting the cancellation of my Room and Board contract with International House for the remaining portion of the 2019-20 academic year. I understand that the regular **\$750** cancellation fee will be waived for this special cancellation request. I understand that I will be charged a **\$50** processing fee if my cancellation generates a refund. This charge will be deducted from any refund I am to receive.

I will not be able to change my request to cancel once I submit my request. I agree to move out when required and to complete all required check out procedures.

I have read and fully understand the above conditions regarding my contract cancellation.

Signature: _____ Date: _____

Note: We will process refunds as soon as we can. However, given the ever changing circumstances related to COVID-19 we may not have sufficient staff on hand to process refunds as quickly as we normally do. Please allow 3-4 weeks for any refunds.