



2025 - 2026

Housing Cancellation Request

Policies and Penalties

Springfield College has a three year residency requirement. All Housing Contracts are for the full academic year and are legally binding. All required on-campus residents and students who have signed a Housing Contract and wish to cancel their contract in order to live elsewhere must notify the Office of Housing & Residence Life in writing and complete the electronic Commuter Status or Contract Cancellation Application. Upon receipt of the written intent to cancel your Housing Contract, it will be reviewed and you will receive an email indicating the decision of your request. If denied, you will be financially liable for the housing cost associated with your signed Housing Contract. If approved, you will be assessed the following penalties based on the date the Commuter Status or Contract Cancellation Application was received by the Office of Housing & Residence Life. Students may request to be released from the residency requirement if they meet one or more of the following approved criteria/conditions:

- Is twenty-three (23) years of age or older
- Is married
- Has a dependent child
- Has been a Veteran of at least two (2) years on active military duty
- Is participating in Study Abroad
- Has an Internship for Academic Credit - more than 60-mile drive from campus
- Has lived on campus for three (3) years at Springfield College or another college
- Is planning to live at home with a parent(s) or legal guardian(s) and that home is within a 30-mile drive to the college campus
- Student is Graduating in December - Students with a signed Housing Contract for Fall can petition to be released from their contract for Spring Semester within that academic year

The following cancellation policy applies only to students who have:

- 1. Met one of the College's approved criteria, AND**
- 2. Who have fulfilled the three-year residency requirement, AND**
- 3. Who have participated in the housing selection process**
 - Cancellation between March 1, 2025 and March 31, 2025
 - **\$800 cancellation fee**
 - Cancellation between April 1, 2025 and May 13, 2025
 - **\$1700 cancellation fee**
 - Cancellation between May 14, 2025 and before first day of Fall 2025 classes
 - ***30% cancellation fee - *Percentage of housing cost for the entire academic year**
 - Cancellation after the first day of classes Fall 2025:
 - ***100% cancellation fee - *Percentage of housing cost for the entire academic year**

The following cancellation policy applies only to students who have:

- 1. Met one of the College's approved criteria, AND**
- 2. Who have NOT fulfilled the three-year residency requirement:**
 - Cancellation before May 13, 2025:
 - **\$400 cancellation fee**
 - Cancellation between May 14, 2025 and June 30, 2025:
 - **\$600 cancellation fee**
 - Cancellation between July 1, 2025 and October 12, 2025:
 - ***30% cancellation fee - *Percentage of housing cost for the entire academic year**
 - Cancellation after October 13, 2025:
 - ***100% cancellation fee - *Percentage of housing cost for the entire academic year**

Students who officially withdraw from Springfield College should refer to the Tuition, Housing and Meal Plan Refund Policy listed in the *Springfield College website*.

Any student who is removed from housing as a result of disciplinary action will forfeit any refund and are responsible for 100% of their housing cost. Students who have not fulfilled their three year residency requirement will need to reapply for housing after the end of their sanctioned removal period.

Once you have participated in room selection, requests for room changes will be done through the room change process. Please note that room changes are permitted beginning the third week of classes each semester.

Failure to select a room during the Housing Selection Process does not release a student who is required to live on campus from that obligation. A space will be assigned (based on availability) to all required students who fail to select a room through the housing selection process.

All students who sign a Housing Contract are subject to the terms of the Housing Contract and the Housing Cancellation Request Terms and Penalties should they choose to request to cancel their Housing Contract at any point throughout the academic year.

Your electronic signature confirms that you have read, understand and agree to comply with the room selection process, the terms and conditions of this Housing Contract and on the Residence Life website as well as the policies/procedures of the Office of Housing & Residence Life.