

Residence Life, Housing & Event Services
2013-2014 Housing Refund Chart



As stated in the Regis University **Academic Year Housing Contract**, refunds for housing will only be provided for authorized cancellations. Cancellations will be determined as authorized withdrawals at the discretion of the Office of Residence Life, Housing and Event Services. Examples of authorized cancellations include Study Abroad, Total University Withdrawal, Graduation, Financial Duress, etc. Unauthorized cancellations will not be released from the housing contract and will be held to the housing charge for the entire semester. Authorized cancellations will be refunded according to the following schedule:

Fall Semester:

31+ Days Prior	to	Start of Classes	Forfeit Entire Housing Deposit
30 Days Prior	to	Start of Classes	75% of Semester Housing Cost Refunded
Start of Classes	to	7 Days After	50% of Semester Housing Cost Refunded
7 Days After	to	14 Days After	25% of Semester Housing Cost Refunded
15+ Days After	and	Forward	No refund

The Regis University Academic Year Housing Contract is a full academic year contract. Students withdrawing from housing for the spring semester even if authorized, must follow the below Spring Semester dates:

Spring Semester:

30 Days Prior	to	Start of Classes	75% of Semester Housing Cost Refunded
Start of Classes	to	7 Days After	50% of Semester Housing Cost Refunded
7 Days After	to	14 Days After	25% of Semester Housing Cost Refunded
15+ Days After	and	Forward	No refund

Housing contracts are binding for the entire academic year. Students wishing to petition a cancellation of contract and move off campus are required to fill out a Housing Cancellation Request Form found under the “Housing Forms” tab at www.regis.edu/housing and submit the form in person to the Office of Residence Life, Housing and Event Services, Student Center room 216; via email to reslife@regis.edu; via fax to (303)964-5266; or via mail to 3333 Regis Blvd J-16, Denver, CO 80221 no less than two weeks before their expected move-out date.

Students wishing to appeal the housing refund charge according to the schedule above are required to provide a typed letter by the student (not parent or guardian) that states their specific reason(s) for petitioning for release from their Contract within **5 business days** of the date of approval of cancellation. It is important that the letter is clear, concise, factual and thorough in the student’s comments. Please be sure to supply supporting documentation for the stated reason(s) in addition to the appeal letter. Letters of appeal will be reviewed by an outside committee, and the results will be both emailed and sent in a letter to the appealing student. *The submission of a letter does not guarantee that the charges will be reduced.*

Please be aware these dates may be subject to change. Students will be notified of any changes.