



**RESPONSE REQUIRED BY January 4, 2023**

On December 21, 2022, University College notified our office that you have been academically dismissed from Illinois State University. However, as explained in your dismissal communication, you have the option to submit a petition for reinstatement. For information regarding your academic standing and the reinstatement process, contact University College at (309) 438-3217 or refer to the e-mail sent to you regarding your dismissal. There are no cancellation fees associated with the canceling of your housing contract.

Academic dismissal will constitute a cancellation of your housing contract for the 2022-2023 Academic Year. Therefore, you MUST PRINT, COMPLETE, AND RETURN THIS LETTER to inform us if you would like our office to keep your housing contract active while you petition for reinstatement or if you want to cancel your contract at this time. For detailed cancellation deadlines and fees, please view the University Housing Services Terms and Conditions at the following link: <http://www.housing.ilstu.edu/contracts/terms>. If you are still residing in a University Housing space, please contact your area front desk to properly return your keys and check out of your space when you are moving out.

You must complete and return this letter to our office by January 4, 2023. Your signature is required. Please fax, mail, or attach via e-mail to University Housing Services, Attention Academic Dismissal: Housing@IllinoisState.edu.

NAME: \_\_\_\_\_ UID#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

UNIVERSITY HOUSING ADDRESS: \_\_\_\_\_

STUDENT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

- I am submitting a petition for reinstatement.** DO NOT cancel my housing contract for 2022-2023 until the Reinstatement Committee makes a decision at their January meeting. (The deadline to petition for reinstatement for Spring 2023 is January 4, 2023. If you are denied reinstatement, your housing contract will be cancelled, and you will not have a residence hall room for Spring 2023. If reinstatement is denied and you have not done so already, you must move out of your room by January 10 at 6 p.m., or you will be considered to have an improper check-out resulting in a core change as well as packing and storage fees. You will not be charged a cancellation charge for the cancellation. ( If you are reinstated, your contract will remain active.)
- I am NOT submitting a petition for reinstatement.** Cancel my Housing contract for Spring 2023. (Since you are ineligible to attend the University, we will release you from your housing contract without a contract cancellation charge.) If you have not done so already, you must move out of your room by January 10 at 6 p.m. otherwise, you will be considered to have an improper check-out resulting in a core change as well as packing and storage fees. There will be no cancellation charges associated with canceling your housing contract.

**PLEASE NOTE: THIS LETTER MUST BE RETURNED TO UNIVERSITY HOUSING SERVICES VIA FAX, MAIL, OR ATTACHED VIA E-MAIL BY JANUARY 4, 2023. YOUR SIGNATURE IS REQUIRED.**