

Student Intern/Visiting Student Cancellation Form



Residence Life • School of Visual Arts
209 East 23rd Street, New York, NY 10010-3994
p 212-592-2984 • summerhousing@sva.edu

THE REFUND POLICY FOR SUMMER HOUSING IS NOTED BELOW

Any request to cancel an entire housing reservation must be made by submitting this cancellation form via email to the Office of Summer Housing from the email address listed on the registrant's account. Cancellation requests are processed based on the date and time of receipt. All requests to cancel housing are subject to a cancellation charge outlined below:

Cancel before or on April 19, 2019, 4pm EST: Refund of housing costs, less a \$1,000 cancellation fee

Cancel after April 19, 2019, 4 pm EST: NO REFUND

Room registration is not transferable.

PLEASE COMPLETELY FILL OUT AND WRITE LEGIBLY.

Please note that this is an INDIVIDUAL cancellation form.

All roommates and/or suitemates must submit their own cancellation forms.

First name

Last name

Cell Phone #

Email

Emergency Contact Name

Emergency Contact Phone Number

Permanent Address

Residence Hall booked

Room Type booked

Reason for Cancellation

Signature:

Date: