

Housing Cancellation Policy

Students are encouraged to complete their housing application and sign their housing agreement only if they are certain of their intention to live on campus during the semester. The housing assignment cannot be transferred or sublet by the student to any other party under any circumstances. In the event of cancellation, the Resident is required to provide written notification to Residential Life.

Cancellation Fees

Date	Charge
Before the move-in date*	1,000 EUR
On or after move-in date	100% of room and board

*Please see the On-Campus Application Timeline for more details

If cancellation occurs on or after the move-in date, students will be subject to the full on-campus comprehensive fee and no refund will be given. Move-in dates are dependent on the Academic Calendar. For more details, please refer to the University refund schedule (Student Handbook [pg. 53.](#))

Note that any unpaid balances will result in an automatic financial hold on your student account until your account is current. Additionally, a late fee of 30 EUR will be applied per billing cycle. For more details, please refer to Student Handbook [pg. 52.](#)

Deadlines

The deadlines to apply to live on-campus or petition to move off-campus are May 1 and November 1 at 9:00 a.m. for the following Fall and Spring semesters, respectively. These deadlines also apply to on-campus students wishing to take a leave of absence or withdraw from the college. Students remain responsible for paying any applicable room costs and/or cancellation fees if they decide to move off campus after these dates.

Off-Campus Housing Petition

Unless otherwise approved, first and second year students are required to live on-campus and must petition Residential Life in order to move off-campus. If an off-campus housing petition is

approved, that approval extends to all subsequent semesters, and a student's status is changed to an off-campus student.

All off-campus students, including third and fourth year students and first and second year students approved to live off campus, must apply if they wish to live in on-campus housing.

On-Campus Housing Application

Off-campus students who apply to live on campus may revoke their application anytime prior to the May 1 and November 1 deadlines without penalty. If applied for in May, housing is offered for the entirety of the upcoming academic year. If applied for in November, housing is offered for the Spring semester only.

Once these deadlines have passed, any students who reject a housing offer, do not respond to the offer within the appropriate timeline, or cancel an accepted offer prior to the move-in date will be assessed a 1000 EUR cancellation fee. After the move-in date, regardless of if a student has physically moved in or not, the student is responsible for paying the full on-campus comprehensive fee. No refund will be given. Upper year students who have been approved to live on campus for the fall semester but wish to move off-campus in the spring semester must petition Residential Life by the above dates.

Timeline

See below for a full list of on-campus application and off-campus petition deadlines:

On-Campus Application Timeline

Spring Timeline	Action
First day of spring semester classes	On-Campus Housing application form opens
May 1 at 9:00 a.m.	On-Campus Housing application form closes
until May 1 at 9:00 a.m.	Students may cancel their on-campus application with no penalty
May 1 - May 1 + 10 business days	No applications or cancellations accepted while decisions are being processed
May 1 - the day before move in	On-campus housing offers made to third years, fourth years, exchange students, and all other off-campus students. Once offers are made, students who are made an offer but decline it will be assessed a 1000 EUR cancellation fee.

	Students are able to cancel their on-campus request with no penalty only if they cancel prior to an offer being made and within the period in which cancellations are accepted. Housing offers can be made up until the day before the move-in date.
Housing Accepted	Once a Housing Offer is accepted, any cancellation prior to the move-in date will result in a 1000 EUR cancellation fee. If cancellation occurs on or after the move-in date, regardless of if a student has physically moved in or not, no refund of room and board will be given.

Fall Timeline	Action
First day of spring semester classes	On-Campus Housing application form opens
November 1 at 9:00 a.m.	On-Campus Housing application form closes
until November 1 at 9:00 a.m.	Students may cancel their on-campus application with no penalty
November 1 - November 1 + 10 business days	No applications or cancellations accepted while decisions are being processed
May 1 - the day before move in	On-campus housing offers made to third years, fourth years, exchange students, and all other off-campus students. Once offers are made, students who are made an offer but decline it will be assessed a 1000 EUR cancellation fee. Students are able to cancel their on-campus request with no penalty only if they cancel prior to an offer being made and within the period in which cancellations are accepted. Housing offers can be made up until the day before the move-in date.
Housing Accepted	Once a Housing Offer is accepted, any cancellation prior to the move-in date will result in a 1000 EUR cancellation fee. If cancellation occurs on or after the move-in date, regardless of if a student has physically moved in or not, no refund of room and board will be given.

Off-Campus Petition Timeline

Spring Timeline	Action
First day of classes	Off-Campus Petition Opens

May 1 at 9:00 a.m.	Off-Campus Petition Closes
until May 1 at 9:00 a.m.	Students may cancel their Off-Campus petition
May 1/ - May 1 + 10 business days	No petitions or revocations accepted while decisions are being processed.
May 1 + 10 business days	Off-Campus Petitions decisions released. Decisions are final and status change for upcoming semesters is immediately changed.

Fall Timeline	Action
First day of classes	Off-Campus Petition Opens
November 1 at 9:00 a.m.	Off-Campus Petition Closes
until November 1 at 9:00 a.m.	Students may cancel their Off-Campus petition
Nov 1 - Nov 1 + 10 business days	No petitions or revocations accepted while decisions are being processed.
Nov 1 + 10 business days	Off-Campus Petitions decisions released. Decisions are final and status change for upcoming semesters is immediately changed.

Students are responsible for communicating all changes to their On-Campus Housing Application and Off-Campus Housing Petition to Residential Life (reslife@berlin.bard.edu).

Housing Cancellations are subject to the Cancellation Fees outlined on page 1 of this document.