3. Occupancy Periods
A. The University housing is officially closed. The move in date in effect for the student resident and ending at the published time on the move-out date in effect for such student resident or within 24 hours after his or her last final examination, whichever comes first. The Occupancy Period does not include any intercessional periods between semesters or other periods when University housing is officially closed. The move-in and move-out dates for student residents are set forth in detail via Administrative Services communications, website and the mylasalle portal, and such dates shall be deemed incorporated in this agreement. Failure to move out within the prescribed period or following withdrawal will result in a $100 per day fine, plus daily rental fees. In case the University will not be responsible for resident belongings and reserves the right to confiscate and dispose of belongings left behind.

4. Cancellation/Termination of Agreement
A. A resident may cancel this agreement with written notification only prior to a housing accommodation being assigned by Administrative Services. After a housing assignment has been made, the agreement and financial obligation cannot be cancelled by the resident. A resident may request and be given an Early Termination of the agreement but only for the following reasons and under the circumstances stated:

1) Graduation from the University.
2) Marriage.
3) Full-time internship or job co-op that requires off-campus housing.
4) Leave of absence or Withdrawal from the University. A resident who leaves the University must terminate the Occupancy Agreement by providing Administrative Services with official notification from the Registrar’s Office. The room must be vacated and left in good order, and keys (if applicable) must be returned and the resident must check out within 24 hours after the date of withdrawal or by the semester’s end occupancy date, whichever is sooner. Residents taking a leave of absence or withdrawing from the University will be charged $100.00 for termination plus the prorated room rate. No refunds will be made after the tenth week of classes of each semester.

B. Requests for Early Terminations for reasons other than those listed above, including a change to part-time or full-time or evening division student status, must be submitted to the Director of Administrative Services and may be granted at the Director’s discretion. If granted, the Early Termination will be subject to the following fees, the amount of which is determined by the date on which written request for early termination is received by the Administrative Services (postmarks are not considered). Approval of requests is not guaranteed.

1) For students previously or currently enrolled (prior to Fall of the applicable academic year), if written request is received:
   a) Date of housing assignment to June 30 Forfeiture of 25% of semester room rate.
   b) July 1 to August 31 Forfeiture of 50% of semester room rate.
   c) September 1 on Forfeiture of 100% semester room rate.
   d) No shows are cancelled on the last day for late registration and charge of roster for the respective semester according to the standard academic calendar and are assessed $300.00 plus 100% of the semester rate

2) For new students anticipating enrollment (Fall, Spring or Summer):
   a) Cancellations result in forfeiture of the Housing Deposit. No Shows are cancelled on the last day for late registration and charge of roster for the respective semester according to the standard academic calendar.

C. The University reserves the right to terminate this agreement and repossess the room under the following circumstances on the part of the student:
1) Failure to pay University fees.
2) Violation of University policy.
3) When a resident is no longer an enrolled La Salle student.
4) If such dates shall be deemed incorporated in this agreement. Students are strongly advised to arrange for insurance coverage of property brought on campus.

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