## UNIVERSITY APARTMENTS AT EAST LAKE
### 2014-2015 REFUND/PENALTY SCHEDULE

<table>
<thead>
<tr>
<th>Situation</th>
<th>Agreement Ramification</th>
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| Student cancels, in writing, within 10 business days of signing their East Lake Agreement. | • Student forfeits $50.00 application fee *and*  
$200.00 pre-payment will be refunded. |
| Student cancels their agreement, in writing, to move off-campus, while still remaining a student at Winona State University. | • Student forfeits $50.00 application fee *and*  
Forfeits $200.00 pre-payment *and*  
Student finds a sub-leaser to take over the remainder of their lease (see sub-leasing procedures below) *or*  
Incurs an $800.00 agreement cancellation fee. |
| Student cancels their agreement, in writing, because of the following Special Circumstance *(documentation required)*: Academic Suspension, Graduation, Student Teaching, Transfer, Withdraw from WSU, Study Abroad, Marriage, or Rochester Nursing Program. | • Student forfeits $50.00 application fee *and*  
Forfeits $200.00 pre-payment *and*  
Student finds a sub-leaser to take over the remainder of their lease (see subleasing procedures below) *or*  
Incurs a $400.00 contract cancellation fee. |
| Student’s agreement is cancelled for disciplinary reasons.               | • Student forfeits $50.00 application fee *and*  
Forfeits $200.00 pre-payment *and*  
Incurs an $800.00 agreement cancellation fee. |

### Sub-Leasing Procedures

- East Lake Residents intending to cancel their agreement have the option of finding another student to take over the remainder of their agreement (students living at East Lake do not qualify as a subleaser).
- The new resident must sign an agreement at the Housing Office, 235 Kryzsko Commons, at the same time the current resident is canceling their agreement.
- If a sub-leaser is approved by the Housing & Residence Life Office, the student canceling their agreement will not incur additional agreement cancellation fees.
- East Lake is intended for upper-class students as well as transfers with a minimum of 24 credits (PSEO credits not applicable), therefore, first-year or PSEO students are not allowed to live at the apartments.
- Please contact the Housing & Residence Life Office if you have any questions regarding the sub-leasing process at 507.457.5305 or reslife@winona.edu.