



Housing and Meal Plan Cancellation Policy for 2018-2019 East Lake Apartments/Sustainability House

This cancellation policy applies to all students living in the East Lake Apartments and the Sustainability House. Cancellations must be in writing and can be sent to the Housing & Residence Life Office via e-mail at reslife@winona.edu

	Situation	Agreement Implication
Students who have not moved into the East Lake Apartments/Sustainability House:	New or Transfer Students for fall 2018: within 10 business days of signing their East Lake Agreement via the StarRez Housing Portal Returning Students for fall 2018: <u>within</u> 30 calendar days of selecting a room	<ul style="list-style-type: none"> Will be refunded the \$200.00 pre-payment
	New or Transfer Students for fall 2018: after 10 business days of signing their East Lake Agreement via the StarRez Housing Portal Returning Students for fall 2018: <u>after</u> 30 calendar days of selecting a room	<ul style="list-style-type: none"> Forfeits \$200.00 pre-payment
	Student fails to move into the East Lake Apartments/Sustainability House without notification of cancellation to the Housing Office	<ul style="list-style-type: none"> Forfeits \$200 pre-payment Incurs \$50 Administrative Fee
Students who have moved into the East Lake Apartments/Sustainability House:	Student cancels their agreement to move off campus while still remaining a student at Winona State University	<ul style="list-style-type: none"> Finds a sub-leaser to take over remainder of agreement OR Incurs a \$800.00 Agreement Cancellation Fee
	Student cancels their Agreement, in writing for any of the following circumstances: Academic Suspension, Graduation, Student Teaching, Transfer, Withdraw from WSU, Study Away, Marriage, or Rochester Nursing Program. Documentation must be provided for the above circumstances	<ul style="list-style-type: none"> Finds a sub-leaser to take over remainder of agreement OR Incurs a \$400.00 Agreement Cancellation Fee
	Student's conduct is such as to require removal from the East Lake Apartments/Sustainability House	<ul style="list-style-type: none"> Incurs a \$800.00 Agreement Cancellation Fee

Meal Plans are not required for students living in the East Lake Apartments/Sustainability House. If a student chooses to be on a meal plan, they are agreeing to the terms of that meal plan and any financial penalties that may come as a result of canceling their Agreement with WSU Housing.

- Kryzsko Kash is non-refundable
- The 75 Meal Block Plan is non-refundable
- The 7, 10, 14, and 19 meals per week plans are pro-rated once a student cancels their Agreement.

Sub-Leasing Procedures:

- Students cancelling their East Lake/Sustainability House Agreement have the option of finding another student to take over the remainder of their Agreement.
- East Lake is intended for upper-class students which include transfer students with at least 24 credits (PSEO credits not applicable). Therefore, first-year or PSEO students are not permitted to live at the apartments.
- 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 cancelling their Agreement will not incur additional agreement cancellation fees.
- Current East Lake residents do not qualify as a sub-leaser.

Please contact the Housing & Residence Life Office if you have any questions regarding the sub-leasing process.