



Housing License Agreement Cancellation Request Form Process

1. All Housing License Agreement Cancellation Request Forms (Res Life Cancellation Form) are to be submitted to Tyler Melvin, the Director of Housing Residential Life (DHRL), via email (tyler.melvin@nmt.edu). Once such requests are submitted to the DHRL, the DHRL is afforded 2 business days to forward student requests to the Housing License Agreement Cancellation Committee (Res Life Cancellation Committee or RLCC).
 - a. The RLCC is made up of four individuals: 3 full-time professional staff members (outside of the Office of Housing & Residential Life) and 1 full-time undergraduate student. The Office of Housing & Residential Life intentionally steps away from the review process to avoid bias.
2. Once the RLCC receives a request, they are afforded one full business week to decide to approve or deny the request (in full or with exceptions).
 - a. **Timeline Example:** If a student submitted their Res Life Cancellation Form on 11/01/2021 to the DHRL, and the DHRL responds on 11/03/2021 stating they have received the student's request and have forwarded it over to the RLCC, then the RLCC has one business week from the date the DHRL sent the request to them to make a decision. Thus, one business week from 11/03/2021 would be 11/10/2021.
 - b. **Exception Example:** If a student submitted their Res Life Cancellation Form on 12/05/2021 (4 days after the Office of Housing & Residential Life's no penalty deadline of 12/1), then the student's request might be approved with the exception of the \$400 cancellation fee that is automatically assessed if requests are submitted after the 12/1 no penalty deadline.
 - i. Please see the Office of Housing & Residential Life's Housing Cancellation Policy for further information: <https://www.nmt.edu/reslife/cancel.php>
3. Once the RLCC has made a decision, they communicate their decision to the DHRL who then is afforded 2 business days to communicate the RLCC's decision to the student. As such, you should allow at least two full business weeks to pass before following up with the DHRL if you have not received an update.

If a student chooses to appeal the RLCC's decision, the student must indicate such intentions in writing via email to the DHRL. Once the student has indicated to the DHRL that they wish to appeal the RLCC's decision, the process is similar to the first round of reviews. Please see below for an outline of the process:

1. Once a student has indicated via email to the DHRL that they wish to appeal the RLCC's decision, the DHRL is afforded 2 business days to confirm the appeal with the student and to forward the student's original request along with the RLCC's decision rationale to the 1st level appeal officer.
 - a. The 1st level appeal officer is Nowka Gutierrez (nowka.gutierrez@nmt.edu), the Executive Director of Auxiliary Services (EDAS).
2. Once the EDAS has received the student's original request and the RLCC's decision rationale, they have one full business week to decide to uphold the RLCC's decision or to overturn the RLCC's decision (in full or with exceptions).
 - a. Exceptions at all appeal levels are the same as the initial review process.
3. Once the EDAS has made a decision, they communicate their decision to the DHRL who is then afforded 2 business days to communicate the EDAS' decision to the student. As such, you should allow

at least two full business weeks to pass before following up with the DHRL if you have not received an update.

4. Once the EDAS has made a decision, such decisions may be appealed further. If you wish to appeal the EDAS' decision, the student must indicate such intentions in writing to the EDAS and await further instruction. *Please note the 2nd level and 3rd level appeal process operates under the same guidelines and timelines as the initial review process and the 1st level appeal process.
 - a. The 2nd level appeal officer is the Dean of Students (Currently vacant - deanofstudents@nmt.edu).
 - b. The 3rd level appeal officer is the Vice President of Student Life (Dr. David Greene – david.greene@nmt.edu).

All decisions made by the Vice President of Student Life are final and cannot be appealed further.

To find a copy of the Res Life Cancellation Form, please navigate to the Office of Housing & Residential Life's Cancellation Policy website (<https://nmt.edu/reslife/cancel.php>), then scroll all the way to the bottom of the page. The Res Life Cancellation Form will appear as a hyperlink titled "Housing License Agreement Cancellation Request Form".