Intent to Vacate Form

NOTE
This form must be completed by all students who plan to vacate University housing (for whatever reason) before the end of the semester, at the end of the semester, or end of the academic year.

DATE: ______________________________

BANNER ID: A____________________

LAST NAME: ________________________ FIRST NAME: __________________________

RESIDENCE HALL: __________________ ROOM NUMBER: ___________

OFF CAMPUS ADDRESS: ______________________________________________________

________________________________________________________

REASON FOR VACATING CAMPUS HOUSING
(circle one)

FINANCIAL REASONS    MOVING OFF CAMPUS    RETURNING HOME    GRADUATING
OTHER: _____________________________________________________________________________________________

VACATE DATE/SEMESTER: __________________________________________________

IMPORTANT!
PLEASE READ

I, the undersigned, fully understand that I will forfeit/be charged housing fees for the current academic year as stated in the contract for student housing.

____________________________________________________
Student Signature

______________________________________________________
Residence Hall Director                                             Date

(Sign only if you have received the room key.)

Yes, I am requesting the $250.00 Housing Security Deposit that I have paid because I will no longer reside in university housing. (If there is a balance on your account, the deposit will be applied to the current balance).

Return this form to Office of Residential Life & Housing.
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