



Cancellation and Refund of Security Deposit Form

Please read carefully and complete form appropriately.

Today's Date (mm/dd/yyyy): _____

Name (Last, First Middle): _____

Student ID Number: _____

Security Deposit will be sent to the address you have on file with the Bursar's Office/WebStar if refund or transfer is approved.

The deadlines for requests of refunds and transfers of Security Deposits are as follows:

Refund Security Deposit On or Before this Date	For Fall July 1	For Spring December 1	For Summer May 1
Forfeiture of Security Deposit After This Date	For Fall July 1	For Spring December 1	For Summer May 1

Please initial your request in the space provided:

_____ I am no longer interested in housing accommodations in Pontchartrain Hall, and I am requesting a refund of my Security Deposit.

_____ I am a graduating senior requesting an eight-day extension to my contract. I will no longer reside in Pontchartrain Hall and I am requesting a refund of my Security Deposit.

Resident Signature: _____ Date: _____

IMPORTANT NOTICE:

If you are eligible for a refund or transfer of your Security Deposit, a check or direct deposit, will be processed by the University's Bursar's Office, and made payable to the resident named above. Please allow four to six weeks from the date of the resident's check out for the refund or transfer of the Security Deposit. **Please note that deposit refund will be applied to any outstanding balance due on the resident's student account.**

Please Do Not Write Below This Line-For Office Use Only

Date This Form Was Received: _____ Security Deposit on File: \$ _____

Refund or Transfer of Security Deposit Approved: Yes _____ No _____ By: _____

Transfer Security Deposit to: Summer 20 _____ Fall 20 _____ Spring 20 _____

Authorized By: _____ Date: _____