

DEPOSIT REFUND REQUEST FORM

PLEASE PRINT FULL LEGAL NAME

FIRST _____ MIDDLE _____ LAST _____ E _____ STUDENT ID NUMBER _____

RESIDENCE HALL _____ ROOM# _____ / _____ CELL PHONE NUMBER _____

GOLDMAIL ADDRESS _____

NOTE: Depending upon date/reason for canceling your housing/resident advantage meal plan contract, a deposit refund may not be applicable. You are responsible for rent/meal plan charges until the end of your contract/lease agreement period of your official check-out date thereafter.

***NOTE:** The Housing Deposit less any damages or monies owed to the University (parking fines, library fines, etc.) will be processed from our office 6-8 weeks after the semester ends. The actual money (if applicable) will be sent from the Bursars.

Make sure the University has the correct address (check on Goldlink) or bank account for the deposit to be sent to.

I DO NOT NEED HOUSING FOR (check all that apply)

___ Fall 20___ ___ Spring 20___ or OTHER _____

REASON FOR NOT LIVING ON CAMPUS (MARK ONE)

___ GRADUATE ___ INTERNSHIP ___ MARRIAGE ___ MEDICAL
___ MOVE HOME ___ TRANSFER ___ NOT IN SCHOOL ___ EXCHANGE
___ OFF CAMPUS ___ STUDENT TEACH ___ WITHDRAWAL

STUDENT'S SIGNATURE _____

DATE _____

FOR OFFICE USE ONLY:

___ ROSTER

___ UNASSIGN

___ SYMPPLICITY

___ FINANCIALS

___ POST CHARGES

___ MEMO FOR DAMAGES

COMMENTS _____