

# REQUEST TO TERMINATE ROOM AND BOARD AGREEMENT



Resident Information *Please press hard and print.*

Name \_\_\_\_\_ Age \_\_\_\_\_ DOB \_\_\_\_\_

Student ID number \_\_\_\_\_ Class:  Fr.  So.  Jr.  Sr.  Gr.  Exchange

Residence Hall \_\_\_\_\_ Room No. \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_ Home Phone \_\_\_\_\_

Semesters on campus \_\_\_\_\_ Entered:  Fall  Spring As:  Freshman  Transfer

**REASON FOR REQUEST** (Please check all that apply. Documentation independent of your narrative is required for asterisked items.)

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Transferring*    | <input type="checkbox"/> Studying Abroad | <input type="checkbox"/> Diet*                |
| <input type="checkbox"/> Withdrawing*     | <input type="checkbox"/> Marriage*       | <input type="checkbox"/> Commuting from Home* |
| <input type="checkbox"/> Graduating       | <input type="checkbox"/> Financial*      | <input type="checkbox"/> Other                |
| <input type="checkbox"/> Student Teaching | <input type="checkbox"/> Medical*        |   |

If approved, I would like to move out of the hall by \_\_\_\_\_  
Date

Attach supporting documentation to this form and return to the Residence Life and Housing Office, 303 Culkin Hall. You will receive a response to your request with a brief explanation of the decision.

Student signature \_\_\_\_\_ Date \_\_\_\_\_

## Parent or Guardian Information

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_  
Street Address City State Zip Code

### OFFICE USE ONLY

Termination Request  DENIED  APPROVED

You must be completely moved out of your room and have signed out on the official register by \_\_\_\_\_  
Date

Signature of Residence Life and Housing Officer \_\_\_\_\_ Date \_\_\_\_\_

Prior to signing out, you will be expected to have your room inspected, return your keys and mattress pad to the desk attendant and leave a forwarding address. Fee refunds are typically processed in 6 to 8 weeks by the Business Office. If you have other questions regarding your financial status related to room, board, linen, and equipment charges, please refer to the Undergraduate Catalog explanation of the refund policy.

DISTRIBUTION:  
White – Instructions - Student  
White – Student  
Green – Housing  
Canary – Hall Director  
Pink – Food Service  
Goldenrod – Parent or Guardian