

Request to TERMINATE Room and Board Agreement

Requestor (Student) Information

Please press hard and print.

Name _____ Age _____ DOB _____

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

Residence Hall _____ Room No. _____ 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"/> Commuting from domicile of parent(s) or legal guardian(s)* |
| <input type="checkbox"/> Withdrawing* | <input type="checkbox"/> Marriage* | <input type="checkbox"/> Medical* | |
| <input type="checkbox"/> Graduating | <input type="checkbox"/> Financial* | <input type="checkbox"/> Student Teaching | <input type="checkbox"/> Other |

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 written response to your request with a brief explanation of the decision. If you wish this correspondence sent to an address other than your on-campus address, provide that address here:

Street Address _____ City _____ State _____ Zip Code _____

Student signature _____ Date _____

Parent of Guardian Information

Name _____
Signature _____ Date _____

Address _____
Number & Street _____ City & State _____ Zip Code _____

OFFICE USE ONLY

Termination Request: DENIED APPROVED
If approved, you must be completely moved out of your room and have signed out of the official register by _____

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. Students terminating *Room and Board Agreement* must surrender their meal card or coupons to Dining Services (Room 504 Culkin Hall) in order to receive a pro-rata reimbursement (if any).