



**RESIDENCE WITHDRAWAL FORM SUMMER 2022**

Name: \_\_\_\_\_ House ID: \_\_\_\_\_

Student Number: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Date of Checkout: \_\_\_\_\_ Time: \_\_\_\_\_ Phone #: \_\_\_\_\_  
(Handing in keys and leaving residence)

**REASON FOR CANCELLATION OR WITHDRAWAL (PLEASE ATTACH ANY RELEVANT DOCUMENTS):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE READ THE FOLLOWING CAREFULLY, AS STATED IN YOUR RESIDENCE AGREEMENT:**

Students who withdraw early from their residence agreement after May 6, 2022 will be responsible for the time they have spent in residence, calculated at the nightly rate, plus a \$650.00 withdrawal fee. All requests to withdraw from residence before the end of the session for which the resident has registered must be submitted to Student Housing & Residence Life a minimum of two (2) weeks prior to the date of withdrawal. Failure to do so may result in an additional \$600 administrative fee.

Summer 2022 nightly rates:

Townhouse single bedroom: \$44.00

Foley Hall single bedroom: \$47.14

The number of nights charged is calculated based on the original contract check in date to the actual checkout date. A proper checkout means that the room has been completely emptied, cleaned, and the keys have been submitted to the Student Housing and Residence Life Office in the Express Check Out envelope.

Receipt of this completed form and Express Check Out envelope by the Student Housing & Residence Life Office confirms the withdrawal. A checkout from the summer session residence is final and the room will be available for reassignment. Any damages to the room or unit will be assessed after checkout. An email notification will be sent to the resident if charges are applied to the financial account in ACORN.

***I have read and understood the terms of withdrawing from residence contained within the Residence Agreement, and understand that I will be responsible for all fees pertaining to my withdrawal from residence posted to my financial account in ACORN.***

Resident signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

NUMBER OF NIGHTS CHARGED: \_\_\_\_\_

AMOUNT CHARGED: \_\_\_\_\_

ADMINISTRATIVE FEE: \_\_\_\_\_

AMOUNT CHARGED: \_\_\_\_\_

FORFEIT DEPOSIT: \_\_\_\_\_

AMOUNT CHARGED: \_\_\_\_\_

DATE RELEASED FROM CONTRACT: \_\_\_\_\_

TOTAL CHARGE: \_\_\_\_\_

SHRL STAFF SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_