Withdraw from Housing Form 2017-2018

*The Housing application has the following disclaimer in regards to living on campus.*

**I understand that, this contract is binding for the entire academic year and if I break this contract, I will be assessed a fee of $100.**

**This means that since you are withdrawing from housing, you will be assessed a $100.00 fee. This will be deducted from your Housing Damage Deposit. Damage deposits will be updated within 14 calendar days of a resident turning in keys to the Office of Residence Life.**

*Please complete the following information and return this documentation to* ***the Director of Residence Life.***

Name: Phone Number:
Current Building: [ ] Trinity [ ] St. Josephs Hall [ ] Agnes House [ ] Katherine House [ ] Leo House
[ ] Rufino House [ ] Not in Campus Housing
Current Room #: Current Mailbox:

Please indicate WHY you are withdrawing from housing:
☐ Withdrawing from Hilbert College. ☐ Financial. ☐ Leave of Absence ☐ Dismissal ☐ Graduation ☐ Other

Please share any feedback you feel is important for the Office of Residence Life to know about your experience living with us:
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The official move out date is **Saturday, December 16, 2017** for the fall semester and **Thursday, May 10, 2018**. Keys must be turned into Trinity Hall by 10 AM. Students who are leaving before these scheduled times must communicate with the Director of Residence Life for a formal check out meeting.

Signing this form means you have withdrawn from Hilbert College housing and understand the reimbursement protocol from Student Finance.

Signature: Date:

Housing Official: [ ]  Director [ ] Assistant Director [ ] Area Coordinator
Students Keys Collected: [ ] Fob [ ] Room Key [ ] Mailbox Key Damages: [ ]  Yes [ ] No
Bill Updated: [ ]  Yes [ ] No Date Updated:
Roommate(s) Notified On: Amount of Damage Fees:
Notes: