

## Withdraw from Housing Form 2018-2019

*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**.*

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Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Current Building: \_\_\_\_\_  
Current Room #: \_\_\_\_\_ Current Mailbox: \_\_\_\_\_

Please indicate WHY you are withdrawing from housing:

- |  |                                     |
|--|-------------------------------------|
| <input type="checkbox"/> Withdrew from Hilbert College | <input type="checkbox"/> Dismissal  |
| <input type="checkbox"/> Financial                     | <input type="checkbox"/> Graduation |
| <input type="checkbox"/> Leave of Absence              | <input type="checkbox"/> Other:     |

The official move out date is **Saturday, December 15, 2018** for the fall semester and **Thursday, May 9, 2019**. 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Signing this form means you have withdrawn from Hilbert College housing and understand the reimbursement protocol from Student Finance.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: \_\_\_\_\_

***Hilbert Official Use Only***

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: