



Department of Residential Life/Housing
Division of Student Affairs

Room Reservation Fee Request Form

1. Reservation Fee paid after the “Priority Deadline” will be forfeited!
2. The \$150 Room Reservation Fee will be forfeited if the student does not Pre-house for the next year, during the “Designated Pre-Housing” period.
3. Students wishing to cancel their room assignment must do so in writing before the priority deadlines in order to receive their Room Reservation Fee.

I, _____ G# _____, hereby request that my Room Deposit be refunded. I paid my fee in 20 _____. My classification is _____.

Current Residence Hall: _____

Home Address: _____

Phone Number: _____

REASON FOR REFUND:

_____ Graduating

_____ Off Campus

_____ Transferring

DEPOSIT AMOUNT REQUESTED:

_____ \$150.00 (Traditional or Tiger Village—Jones, Truth, Tubman, Adams, Holland, Knott, Bethune, Pinchback, Douglass, Wheatley, New Attucks, Hunter/Robinson, Garner, Jeanes, Jewett)

_____ Other Amount: Please specify _____

I acknowledge by signing this request that I will not have a room assignment for the next semester. I also understand that if I have signed a lease agreement that this refund request will be denied.

Signature

Date

For Office Use Only:

Approved: _____ Yes _____ No Approved by: _____