



**Residence Life Housing Application and Agreement
Cancellation Request Form**

Name:

Date:

Email:

Phone:

Student Housing Application Cancellation Request

I would like to cancel my housing contract for the 2018-2019 Academic year

Any student wishing to cancel his/her *Housing Application and Agreement* must do so on or before the following **Housing Commitment/ Cancellation Deadlines** in order to receive a full refund of the \$200 application fee:

- **July 13, 2018** at 5pm for Fall 2018
- **December 7, 2018** at 5pm for Spring 2019
- **April 12, 2019** at 5pm for Summer 2019

Failure to cancel this application by the stated housing commitment/ cancellation deadline will result in forfeiture of the \$200 application fee and will also require the student to pay the entire semester's rent (unless Residence Life can fill the apartment with another student).

Reason for Request:

I intend to live with family.

I found another housing option.

I will not be attending FVCC.

Other, Please explain:

Signature of Student:

Date:

Signature of Guardian if under 18:

Date:

If student is under the age of 18 both signatures will be required in order for this form to be considered complete. The deposit will be refunded by mail 30-45 days after fulfillment of the above conditions.

For Office Use Only:

Date form was received

Refund Processed

Date:

No Refund

Passed Deadline

Applied to other outstanding charges

Staff Member signing off on Refund/ No Refund