



**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 2017-2018 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 14, 2017** at 5pm for Fall 2017
- **December 8, 2017** at 5pm for Spring 2018
- **April 13, 2018** at 5pm for Summer 2018

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