



**Residence Life Housing Application and Agreement
2018-2019 Intent to Vacate Request Form**

Name: _____ **Date:** _____
Email: _____ **Phone:** _____

Student Housing Intent to Vacate Request

I wish to terminate my housing agreement.

The \$150 deposit will be refunded if the *Intent to Vacate* form is submitted by the posted housing intent to vacate deadline or when a student successfully completes his/her contractual obligation of this agreement and corresponding check-out paperwork with Residence Life staff, and if no damage charges are assessed. If charges are assessed, a proportional part of the deposit will be returned.

The deadline to terminate my housing agreement and vacate my apartment for the current academic year is:

- **December 7, 2018** at 5pm for Spring 2019. I understand that I must move out no later than December 19, 2018 by 11:00am.
- **April 12, 2019** at 5pm for Summer 2019. I understand that I must move out no later than May 17, 2019 by 11:00am.

Reason for Request:

- I am graduating
- I am transferring to a new school
- I found other off campus housing
- I intend to live with family
- I will not be attending FVCC.
- Other, Please explain: _____

Signature of Student: _____ **Date:** _____

The deposit will be refunded by mail 30-45 days after fulfillment of the above conditions.

For Office Use Only:

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|--|---|
| Date form was received | Date the Refund Process |
| No Refund Reason: Passed Deadline Applied to other outstanding charges | Staff Member signing off on Refund/ No Refund |