



**Residence Life Housing Application and Agreement
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 8, 2017** at 5pm for Spring 2018. I will move out of my apartment by 11am on December 16.
- **April 13, 2018** at 5pm for Summer 2018. I will move out of my apartment by 11am on May 19.

There is a \$20 charge if a student fails to officially check-out with Residence Life staff and a \$150 room key charge if a student doesn't turn in the keys. Damage or outstanding debts owed to the College may also be assessed to the student's account.

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:

Date form was received

Refund Processed

Date:

No Refund

Passed Deadline

Applied to other outstanding charges

Staff Member signing off on Refund/ No Refund