



**Residence Life Housing Application and Agreement  
Cancellation Request Form 2020-2021**

**Name:**

**Date:**

**Email:**

**Phone:**

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:

- **April 10, 2020** at 5pm for Summer 2020
- **July 6, 2020** at 5pm for Fall 2020
- **November 30, 2020** at 5pm for Spring 2021
- **April 9, 2021** at 5pm for Summer 2021

**I would like to cancel my Housing Application and Agreement for:**

- Summer 2020
- Academic year 2020-2021 (Fall and Spring)
- Fall 2020
- Spring 2021
- Summer 2021

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.
- I am transferring to another college.
- I am graduating.
- 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: \_\_\_\_\_

Amount eligible to be refunded \$200                      \$150                      \$0

Reason: \_\_\_\_\_ Cancelled before deadline                      \_\_\_\_\_ Missed Deadline

                    \_\_\_\_\_ Applied to other outstanding charges

Staff Member signing off on Refund/ No Refund: \_\_\_\_\_

Refund Process Date: \_\_\_\_\_