



Residence Life Housing Application and Agreement
2019-2020 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.

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: _____

- **Fall Move Out is no later than December 20th, 2019 by 11am.**
- **Spring Move Out is no later than May 15th, 2020 by 11am.**

Every resident who is moving out must sign up for a move out time at last 24 hrs. in advance. Sign-ups are the Founders Hall front desk in the days leading up to move out. If you are moving out during a non-traditional move out time. You must arrange a check out time with the Founders Hall Staff.

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