

Residence Life, Housing && Event Services
Housing Withdrawal Form



Date: _____ Student ID#: _____

First Name: _____ Last Name: _____

Building: DS OC W RV PV Room #: _____

Date of Anticipated Move-Out: _____ For _____ semester

Forwarding Address: _____ Phone Number: _____

***First-year students, please remember if you are withdrawing from housing you must be living at home with your parent(s) or guardian(s) per the Student Handbook (pg. 58) at www.regis.edu/studenthandbook.*

Reason for withdrawing from housing (please check one):

- Financial
- Judicial
- Want a single room
- Study abroad
- Transfer to another school
- Other (please specify): _____

To avoid the \$50 Improper Checkout Fee, you must do the following:

- Make an appointment with your RA to check out of your room.
- Clean the room, take out the trash and return furniture to set position
- If living in Residence Village return your hard key. Replacing a hard key will cost \$65.
- If living in Pomponio Village, turn in your swipe card and hard key. Replacing a swipe card will cost \$30 and a hard key will cost \$65.

I understand that by withdrawing from housing I may be required to pay part or all of my housing fees per the Housing Refund Chart in my housing application. If I wish to appeal these fees I must do so in writing with 5 days of submitting this form, and it will be reviewed by a special committee formed outside the Residence Life department. *Students withdrawing from the University will receive special consideration.

Signature

Date

FOR OFFICE USE ONLY:

Date card will be deactivated: _____ Initials: _____ Address verified: _____

Billing: _____

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