

St. Mary's University Office of Residence Life

**2009 INTENT TO VACATE Form**

Name: \_\_\_\_\_ StMU ID#: \_\_\_\_\_ Hall/Room: \_\_\_\_\_ Ext: \_\_\_\_\_  
St.MU E-mail address: \_\_\_\_\_ Cell phone: \_\_\_\_\_

***Reason For Vacating:***

Please Check One:

- \*Withdrawing from the University
- \*Transferring to another institution (must provide a copy of your registration.)
- \*Graduation (your name must appear on the December Graduation List)
- \*Marriage (must provide a copy of your marriage certificate)
- \*Entering military services (must provide written documentation)
- Academic Suspension
- Studying Abroad (must also fill out Semester Abroad Housing packet)

\* NOTE: **These reasons are not automatically approved. The specific documents noted above are required.** If you have further information, complete the "Petition for Release from Housing Application/Agreement," page 2 of this document.

\* Please be aware that your Petition may or may not be approved.

*All petitions due in Residence Life Office by: 5pm*

**November 16<sup>th</sup>**

*Notification letters of Approval/Disapproval will be sent out:*

**November 23<sup>rd</sup>**

\* If you are vacating for a reason not listed to the right, you must complete the Petition for Release from Application/Agreement form (located on p. 2 of this document.)

- I understand that my housing application/agreement was for the full, 9-month academic year. I may move off campus after completing the **Intent to Vacate** form.
- I understand that if the reason I'm moving off campus is approved, I will not be penalized.
- If I do receive approval to be released from my application/agreement, I understand that I must then **check out properly from my room to receive a full refund of my \$100 room and key deposit.** This includes making an appointment with my RA and completing a Room Condition Report (RCR), or completing the Express Check-Out process, and returning all my keys.
- However, I also understand that if my *Petition for Release from Housing Application/Agreement* is **not** approved by the Review Committee, **I will forfeit my \$100 room and key deposit AND will be charged 20% of the room rent** for the Spring semester.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

