



WITHDRAWAL FORM
DEPARTMENT OF HOUSING & RESIDENCE LIFE



Name: Last First

Student ID #: _____

Current Building (Please check one):

Room #: _____

- Centennial, Fairfield, Grasso, Litchfield, Pinney, Newbury, Other

Please check the most appropriate statement below to indicate your withdrawal wishes:

- I wish to withdraw from University Housing immediately, but I am NOT withdrawing from WCSU. I have moved out, signed out on my Room Inventory Form, and been checked out appropriately by authorized staff of my building.
I wish to have any housing charges removed for the future semester.
I was going to be a new, on-campus resident for the coming semester, but have decided I no longer wish to have on-campus housing.
I have withdrawn from WCSU for the current semester, and wish to withdraw from University Housing immediately. I have moved out, signed out on my Room Inventory Form, and been checked out appropriately by authorized staff of my building.
o The Dean of my school has approved me for a Leave of Absence.
o If no, I will be applying for a Leave of Absence.

I understand that the University is under no obligation to refund anything, or cancel this bill, unless I am withdrawing from the University. I realize that I will forfeit my housing deposit, and that I may be responsible for a cancellation fee or my housing balance (as outlined on the housing web page, www.wcsu.edu/housing and in other University publications).

Please indicate below the reason that you are withdrawing from University Housing (select one):

- Financial Reasons, moving home
Academic Reasons
I am transferring to another University
Other
Medical Reasons (please ask for a Housing Bill Reduction for Medical Reasons Form)
I plan to move to an off-campus apartment
I would prefer not to disclose my reasons

Do you wish to be considered for on-campus housing for a future semester?

Yes No If yes, for what semester: Fall, 20 Spring 20

Student Signature: Date:

For Office Use Only:

Received: In Person, By Phone, By Fax
Staff Initials:
Withdrawal Processed in Banner:
Date:
Meal Plan Inactivated: