MESSIAH COLLEGE

Office of Residence Life & Housing

Housing Cancellation Form

Please Print Clearly:

Today's Date_____ Student ID#:_____

Name: _____ _____ _____
Last First MI

_____ _____
Residence Hall/Apartment Building Room Number

Please check the appropriate category:

Leaving:
- ☐ During the Semester: Check-out Date: _____
- ☐ End of Fall: Check-out Date: _____
- ☐ End of J-Term Check-out Date: _____
- ☐ End of Spring (**only complete after Spring housing selection**) Date: _____

Reason(s) for Cancellation (mark one from each section if applicable)

Section A
- ☐ Transfer
- ☐ Commuting
- ☐ Moving Off Campus
- ☐ Leaving the college
- ☐ Graduating
- ☐ Philly
- ☐ Study Abroad: please tell us where you're going _____

Section B
- ☐ Academic Dismissal
- ☐ Disciplinary
- ☐ Financial

Section C
- ☐ Internship
- ☐ Marriage
- ☐ Medical
- ☐ Noise
- ☐ Roommate Conflict

☐ Other: _____

I understand that:

- I cannot be officially withdrawn from the residence halls until I completely vacate my room, turn in my room/apartment key, and complete all check-out procedures. Failure to complete the check-out process may result in improper check-out charges.
- I understand that a final inspection of my room/apartment will conducted by my Residence Director and any damages found may result in damage charges.
- I am responsible for the terms and conditions of my housing contract and any penalties.
- Failure to satisfy the financial obligations accrued under my contract will result in the denial of college services.

Electronic Signature

☐ My electronic signature is indicated by (1) checking this box, (2) typing my name below (3) submitting this form as an attachment in an email from my Messiah College email account.

_____ _____
Student Signature Date:

Office Use Only

For Housing Office Use:
Enrolled _____ credits
Not Enrolled_____
SLARASG ___
SLARMAP: ___
Blackboard/Card Svcs: ____

Other: _____

For Residence Hall/Apt Use:
By:_____(Staff Initials)
Key Return Date: _____
or

Lock Change Date: _____
RCI/ACI Completed: Yes No
Damage Charges: ☐ Yes ☐ No

Last updated: 12/3/2008