



Residential Student Intent to Vacate Form

Please read the following carefully:

This form must be submitted at least one week before desired move-out date or there may be additional charges assessed.

Students are financially obligated for the entire academic year contract (Fall and Spring Semesters or the remaining thereof), whether occupied or not. Students requesting to terminate this academic year contract, prior to the completion of the contract period, may do so if the conditions at the bottom of this page are met.

Failure to properly check out will result in forfeiture of deposit and billing for accrued room and board payments and any additional cleaning/damages charges. Cancellation of the Intent to Vacate request does not guarantee that the student's original space within Housing will be available. Renewed occupancy obligates the resident to full financial responsibility, with assumption of all other provisions in the Terms and Conditions.

Resident intending to vacate:

Name:		CLU ID #
Room Assignment:		
Forwarding Address:		
City:	State:	Zip:

Today's Date:	Desired Move-out Date:
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I would like for the Residence Life Office to keep my housing deposit on file for when I return. Yes No

I would like to make the following changes to my meal plan while I am no longer living in residence: Cancel Meal Plan Change Meal Plan to:

Signature: _____

Please check the appropriate box (reason you are leaving):

- Graduation** – The student must be completing all graduation requirements as verified by the Registrar's Office
- Complete Withdrawal/Transfer and non-registration at CLU** – Requires that the student completely withdraw and not register for full-time student status during any of the cancelled terms.
- Study Abroad** – Requires that the student be on a CLU Study Abroad Office trip and verification must be received from the Study Abroad Office
- CLU Approved Leave of Absence** – Student must have completed all requirements for an approved Leave of Absence as per the Registrar's Office.
- Released from Contract** – Student must request and have been approved through the Housing Review Committee to be released from contract.