

**Albany State University
Housing and Residence Life
Request for Housing Deposit Refund Form**

THIS DOES NOT SERVE AS A RELEASE FROM YOUR HOUSING AGREEMENT

PLEASE PRINT NEATLY

NAME _____ DATE ____/____/____
(Last) (First) (MI)

RAM ID # _____ BEST CONTACT #() _____ (IMPORTANT)

FIRST YEAR ON CAMPUS: _____ LAST SEMESTER/YEAR ON CAMPUS _____
SEM YEAR

HOME ADDRESS _____
STREET CITY STATE ZIP

MOST RECENT RESIDENCE HALL ASSIGNMENT _____
(PLEASE INCLUDE APT #)

REASON FOR NO LONGER RESIDING ON CAMPUS {CHECK ONE OF THE FOLLOWING :}

- _____ **Graduation**
- _____ **Transferring to another institution, military, etc.**
- _____ **No Housing Available on Campus**
- _____ **Moved off campus and never claimed deposit**
- _____ **Prefer to reside off campus (completed appeal process)**
- _____ **Other, please explain** _____

STUDENT SIGNATURE _____ **DATE** _____

(OFFICE USE ONLY)

APPROVED **YES** **NO** _____ **DATE** _____
HOUSING OFFICIAL SIGNATURE

Amount to be refunded: \$100 _____ \$50 _____ \$0 _____

If approved a copy of this form is to be forwarded to the Office of Financial Operations by a Housing Official. Upon receipt of the form, the Office of Financial Operations will verify that the student has paid a Housing deposit of \$100. Once payment is verified, the refund process will begin. Student should receive their refund within 7 – 10 business days after Financial Operations verifies payment. Any outstanding debts to the University will be deducted BEFORE the refund is issued. If debts exceed the refund, the student will not receive a refund.

**REFUNDS WILL BE PLACED ON THE HIGHER ONE CARD FOR STUDENTS THAT
PAID AFTER 6/30/2005****

**EXCEPTION: STUDENTS WHO NEVER ATTENDED ASU WILL RECEIVE A
PAPER CHECK FROM ASU.**