



Housing and Residence Life  
Housing Deposit Refund Form

THIS FORM DOES NOT SERVE AS A RELEASE FROM YOUR HOUSING AGREEMENT

PLEASE PRINT LEGIBLY

NAME \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Last) (First) (MI)

RAM ID NUMBER \_\_\_\_\_ PHONE NUMBER ( ) \_\_\_\_\_ - \_\_\_\_\_

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 #)

NO LONGER RESIDING ON CAMPUS AS A RESULT OF {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 \_\_\_\_\_

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(OFFICE USE ONLY)

APPROVED ☐ YES ☐ NO \_\_\_\_\_ DATE \_\_\_\_\_

HOUSING OFFICIAL SIGNATURE

Amount to be refunded: \$200 \_\_\_\_\_ \$0 \_\_\_\_\_

If approved, a copy of this form is to be forwarded to the Office of Financial Operations by a Housing and Residence Life Official. Upon receipt of the form, the Office of Financial Operations will verify that the student has paid a Housing deposit of \$200. Once payment is verified, the refund process will begin. **Student should receive their refund within 45 day 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.

**NOTE: Financial Operations will not process refunds between June 1 and July 15 due to performing fiscal year - end closing.**

**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 ALBANY STATE UNIVERSITY.**