

DEPOSIT REFUND REQUEST FORM

PLEASE PRINT FULL LEGAL NAME

FIRST MIDDLE LAST E _____
STUDENT ID NUMBER

RESIDENCE HALL/APARTMENT ROOM# / _____
CELL PHONE NUMBER

ETSU EMAIL ADDRESS _____

Depending on the date/reason for canceling your housing/meal plan agreement, a deposit refund may not be applicable. You are responsible for rent/meal plan charges until the end of your agreement period or your official check-out date thereafter.

The Housing Deposit less any damages or monies owed to the University (parking fines, library fines, etc.) will be processed from our office 6-8 weeks **after the semester** ends. The actual money (if applicable) will be sent from the Bursar's Office. **To ensure your receipt of any refund, check Goldlink to verify your mailing address or bank account information for direct deposit.**

I DO NOT NEED HOUSING FOR (check all that apply)

___ Fall 20___ ___ Spring 20___ or OTHER _____

REASON FOR NOT LIVING ON CAMPUS (MARK ONE)

___ GRADUATE ___ INTERNSHIP ___ MARRIAGE ___ MEDICAL
___ MOVE HOME ___ TRANSFER ___ NOT IN SCHOOL ___ EXCHANGE
___ OFF CAMPUS ___ STUDENT TEACH ___ WITHDRAWAL

STUDENT'S SIGNATURE DATE

FOR OFFICE USE ONLY: ___ ROSTER ___ UNASSIGN ___ SYMPPLICITY
___ FINANCIALS ___ POST CHARGES ___ MEMO FOR DAMAGES

COMMENTS _____