REQUEST FOR REFUND ON STUDENT HOUSING

Refunds are approved for the following reasons:

When a student cannot be present for class due to inclement weather or illness (doctor’s letter required), a credit will be applied to your account. For those two reasons, we are able to extend the credit. Otherwise, we will be unable to credit your account because your room has been reserved just for you.

I____________________________________am requesting a refund for ______nights of housing due to _________________________________. If this reason is for illness I am providing a doctors letter.

___________________________________  __________________________
Signature of Student                Date

___________________________________  __________________________
Signature of Facilities Director     Date