

# Withdrawal Form

Department of Housing & Residence Life

Name Last \_\_\_\_\_ First \_\_\_\_\_ Student ID # \_\_\_\_\_

**Current Building** (Please check one)

- Centennial       Grasso       Pinney  
 Fairfield       Litchfield       Newbury

**Room #** \_\_\_\_\_

**Situation:**

Please check the most appropriate statement below to indicate your withdrawal wishes:

<p><input type="radio"/> I wish to withdraw from University Housing immediately. I am NOT withdrawing from WCSU. I understand that I must move out, sign out on my Room Inventory Form, and be checked out by an authorized staff member in my building for my withdrawal to be complete.</p> <p>Please keep my meal plan active    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p>	<p><input type="radio"/> I have withdrawn as a student from WCSU for the current semester, and am withdrawing therefore from University Housing. I understand that I must move out, sign out on my Room Inventory Form, and be checked out by an authorized staff member in my building for my withdrawal to be complete.</p>
<p><input type="radio"/> I have requested housing for the coming semester, but have changed my mind. I would like to have my housing charges for the future semester removed from my student account.</p>	<p><input type="radio"/> I am currently living on campus, but wish to withdraw for the coming semester, and would like those charges removed from my student account. I understand that I must move out, sign out on my Room Inventory Form, and be checked out by an authorized staff member in my building for my withdrawal to be complete at the end of the semester.</p>

*\*\* I understand that the University is under no obligation to refund anything, or to cancel my bill, according to CSU Board of Trustees' policy. I realize that I will forfeit my housing deposit, and that I may be responsible for the payment of a cancellation fee or my housing balance as prescribed in BOT policies, and as outlined on the HRL web page ([www.wcsu.edu/housing](http://www.wcsu.edu/housing)) and/or in other University publications.*

**Reason for Withdrawal**

For statistical purposes, please indicate the reason that you are withdrawing from University Housing (select one):

- Financial Reasons       Academic Reasons       I am transferring to another University  
 I plan to move to an off-campus apartment       I would prefer not to disclose my reasons       I have had roommate conflicts which could not be resolved  
 The atmosphere in the halls did not meet my expectations       Other (please comment)

Do you wish to be considered for housing for a future semester?     Yes     No  
If yes, please indicate which semester:     Fall, 20\_\_\_\_     Spring, 20\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use Only:**

- Received:  
 in person  
 via phone  
 via fax  
 via email

Staff Initials \_\_\_\_\_  
WD Processed in Banner:  
Date: \_\_\_\_\_  
Meal Plan Inactivated:  
Date: \_\_\_\_\_

