

Rollins College Residential Life Office

2008 INTENT TO VACATE FORM

Name: _____ R-Card #: _____ Building/Room: _____

Contact Phone #: _____

All petitions due in
Residential Life Office
by:
December 1
~~~~~  
Notification letters of  
Approval/Disapproval  
will be sent out:  
**December 8th**

### Reason for Vacating

Please Choose One:

- \*Withdrawing from the College
- \*Transferring to another institution (must submit intent to registrar)
- \*Graduation (you must be listed as a winter graduate)
- \*Marriage (must provide a copy of your marriage certificate)
- \*Entering military services or being deployed (must provide written documentation)
- Academic Suspension
- Studying Abroad [Will you be interested in campus housing upon return to campus? \_\_\_\_\_]
- Other—Must fill out the Petition located on reverse side of form

\* NOTE: The reasons above are not automatically approved. The specific documents listed are required. Any further information should be submitted via the “Petition for Release from the Housing Agreement” located on the reverse of this form.

If you are vacating for a reason not listed to the right, you must complete the Petition for Release from the Housing Agreement form, located on the reverse of this document.

- I understand that my Housing Agreement was for the full 9-month academic year. I may not move off campus until receiving an approval notification from the Residential Life Office.
- I understand that if the reason I am moving off campus is approved, I will not be penalized. Approved “Petitions for Release from the Housing Agreement” will result in the appropriate cancellation fee being applied to my Bursar account.
- If I do receive approval to be released from my Housing Agreement, I understand that I must then **check out properly from my room to avoid an improper check out fee.** This includes making an appointment with my RA/CA/HM and completing the Room Condition Report (RCR) and returning all my keys.
- However, I understand that if my “Petition for Release from the Housing Agreement” is **not** approved by Residential Life, **I will not be released from my Housing Agreement and will be charged for the Spring semester.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

