



Fairleigh Dickinson University

College at Florham
Office of Residence Life

Housing Withdrawal Form

If you do not plan to reside in the residence halls, please complete this form and return it to the Office of Residence Life. Once we receive this withdrawal notice we will initiate the appropriate credits. The Office of Enrollment Services will issue the credit to your student account. Please allow 4-6 weeks from the effective withdrawal date. If you have an outstanding balance on your account this credit will be applied to it.

Name: _____ ID # _____

Residence Hall: _____ Room #: _____ Mailbox: _____

Home Address: _____

Home Phone: _____ Effective Date: _____

Please check the appropriate reason for withdrawal from the residence halls.

Graduation

Withdrawal from the University

Note: If you are not returning to the University for any reason, you must first complete the University Withdrawal Form from the Dean of Students Office.

Financial **Personal**

Academic **Transfer to another Institution**

Leave of Absence

Note: This means you plan to return to the University for a future semester. A Leave of Absence must be approved in advance by the Dean of Students. In addition, any student taking a leave of absence must re-apply for housing and pay all appropriate deposits. The Office of Residence Life cannot hold a particular space for a student, but will make every reasonable effort to accommodate requests submitted.

Financial **Personal**

Academic **Medical**

Inter-Campus transfer to Metropolitan Campus

Attending Study Aboard/Academic Internship Program - Fall Spring Year: _____

Wroxton College *Other Study Aboard Program* *Off-Campus Academic Internship Program*

I wish to return to the residence halls the following semester

Students will be assigned in accordance with established University procedures. Please keep in contact with the Office of Residence Life to ensure a smooth transition upon your return to campus.

I plan to commute

Note: Mid-semester or Mid-year withdrawals must submit a written request to the Director of Residence Life to be released from their housing contract early. If approved, fees or penalties may apply.

Your withdrawal from the residence halls is not complete until all personal belongings are removed and the person who was originally issued keys returns them to Office of Residence Life. Possession of keys constitutes occupancy and therefore room and board charges will continue to be incurred.

Student Signature: _____ Date: _____

OFFICE USE ONLY

REFUND

- Room Reservation Deposit (\$200)
- Damage Deposit (\$150)
- Hold Damage Deposit for future semester

Authorized Signature: _____

White – Student File Yellow – Office of Enrollment Services Pink – Food Services Gold – Mailroom