DEPARTMENT OF RESIDENTIAL LIFE/STUDENT HOUSING CORPORATION
REQUEST FOR CANCELLATION FROM RESIDENCE HALL/APARTMENT LICENSE
2010-2011

Please Note: This form is to be used for cancellation from the Residence License until August 26, 2010. Once the residence halls open, it will be necessary for students to file an Official Release Form with the appropriate documentation. PLEASE PRINT CLEARLY TO AVOID DELAYS IN PROCESSING!!!!

Name: ____________________________________ Cell Phone or Local Phone Number __________________________
Last Name  First Name
UAlbany No._______________________________

Please indicate below the housing option you selected for Fall 2010:

[ ] I did not select a Room on Campus and wish my deposit to be refunded.

I understand that by affixing my signature below, I am requesting that my license for room and board for the 2010-2011 academic year be terminated. If the housing deposit was waived for any reason, and cancel my room after the official opening dates as noted above, I am responsible for the deposit and will be billed $125.00.

[ ] Empire Commons
[ ] Full Year Option  [ ] Academic Year Option
[ ] Freedom Quad

I request that my Residence License for 2010-2011 be cancelled. I understand that my $125 Advance Rental Deposit will be refunded in full OR applied to any other existing charges on my account if this completed form is received by the Department of Residential Life by April 30, 2010. If this completed form is received after April 30, 2010, but before the residence halls open for the fall semester, I understand that my housing deposit will be automatically forfeited. Once the Residence Halls open on June 3, 2010 (Full-Year Option) or August 26, 2010, (Academic Year Option). I understand that I will be liable for the entire academic year contract.

[ ] Alumni  [ ] Colonial  [ ] Dutch  [ ] Indian  [ ] State
Hall__________________________________________ Room # ______________________

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Signature:___________________________________ Date: __________________ 

Office Use Only
[ ] Cancellation  [ ] Deposit to be Refunded  or  [ ] Forfeited
[ ] Continuing Student  [ ] New Student
[ ] System Updated by: _______________ Date: ______________