

Residence Halls and University Apartments

___ Fall 2009

\$125 Housing Deposit Transmittal

UAlbany ID: _____

Name: _____

Permanent
Address: _____

City/St/Zip: _____

___ Cash ___ Check: (Make Payable to **University at Albany**)

___ Mastercard ___ Visa

Account No: _____ Exp. Date: _____

Cardholder
Name: _____

Cardholder
Signature: _____

CANCELLATION OF HOUSING APPLICATIONS

Returning Students: You must file a Cancellation of Housing form with the Department of Residential Life no later than May 1, 2009, for the Fall 2009 semester. If your request is received by the above deadline, your deposit will be refunded or applied to other account charges as applicable. If your request is made after the May 1st deadline, your deposit will be forfeited.

I have read and agree to the terms and conditions stated herein. Signature _____ Date _____

Returning Students

We encourage all students to pay housing deposits online at <http://epay.albany.edu> If not, please use this form with the guidelines below:

Apartments – Freedom Quad and Empire Commons

- **Now – 2/20/2009:** Put this transmittal and your deposit in the payment drop box outside the Bursar's Office. Use envelopes provided. **No cash in drop box please.**
- **After 2/20/2008:** Pay your deposit using **epay**, or in person in the Bursar's Office and obtain a receipt. **Do not use the drop box.**

Residence Halls

- **Now – 3/6/2009:** Put this transmittal and your deposit in the payment drop box outside the Bursar's Office. Use envelopes provided. **No cash in drop box please.**
- **After 3/6/2009:** Pay your deposit in person in the Bursar's Office and obtain a receipt. **Do not use the drop box.**

The University Bursar's Office is located in the Campus Center-B26.