

**DEPARTMENT OF RESIDENTIAL LIFE/STUDENT HOUSING CORPORATION
REQUEST FOR CANCELLATION FROM RESIDENCE HALL/APARTMENT LICENSE
2011-2012**

Please Note: This form is to be used for cancellation from the Residence License until August 26, 2011. 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 2011:

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 2011-2012 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 2011-2012 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 29, 2011**. If this completed form is received after April 29, 2011, but before the residence halls open for the summer semester (Full Year ONLY) or fall semester (Academic Year ONLY), I understand that my housing deposit will be automatically forfeited. Once the Residence Halls open on May 29, 2011 (*Full-Year Option*) or August 26, 2011, (*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: _____