

UNIVERSITY OF MARY WASHINGTON

Office of Residence Life

Intent to Vacate Residential Housing

SPRING SEMESTER 2010

Name _____ Banner ID# _____
PRINT First MI Last

Current Housing Assignment (Bldg/Rm) _____ Current Class Level _____ Gender _____

E-Mail Address _____ Phone _____

Please indicate your plans below by checking the appropriate line. You may not break your housing and dining contract unless you meet one or more of the criteria listed on this page. This completed form should be submitted to the Office of Residence Life, Marye House, by Monday, November 6, 2009 at 4:00pm.

_____ **I plan to withdraw from the University before the end of the fall semester.**
Please remember to notify the Office of the Registrar, GW Hall 215, in person.

_____ **I intend to complete the requirements for graduation in December of 2009.**

_____ **I intend to be married before spring semester and desire to live off-campus.**
Please note that students who marry at any time during the academic year and wish to move off campus should submit a written request and documentation, as soon as the marriage occurs, to the Director of Residence Life.

_____ **I will be studying abroad in an approved program during the 2010 spring semester.**

_____ **I intend to transfer to another school for the spring semester.**
If you do not have a decision from the school to which you have applied for spring by November 6, please email Joyce Baldwin, Housing Coordinator, at jbaldwin@emw.edu to notify her that your decision is pending and provide the date the other school will notify you of their decision. Submit this form with signature and date once you have finalized your transfer.

_____ **I do not intend to return to the University of Mary Washington for Spring Semester 2010.**
Please explain in separate letter to accompany this form.

_____ **I have an appointment to meet with the Director of Residence Life or designee, on _____ (no later than Monday, November 6, 2009) to request special permission to vacate residential housing for any reason not specified above.** Please briefly state by separate letter, in your own words, your reason for wanting to be released from your housing and dining contract for the spring semester of 2010. Submit your letter with this completed form prior to your appointment with the Director of Residence Life, or her designee, for review.

I hereby request to vacate residential housing for the 2010 spring semester.

Student's Signature _____ **Date** _____

Please note this form does not cancel any registration of classes. You must contact the Office of the Registrar.

1301 College Ave • Fredericksburg, VA 22401-5358
540) 654-1058 • TTY 654-1090 • Fax (540) 654-1527