



INTENT TO MOVE OUT OF WVC RESIDENCE HALL

Unless previously arranged, the Housing Contract is for the **entire academic year** (fall, winter, & spring). For questions about your Housing Contract, contact Residence Life: reslife@wvc.edu; 509-685-6706.

Residents that choose to move out of the Residence Hall prior to the end of their Housing Contract are in breach of said contract, and therefore are held liable under the **Early Termination Fee (ETF)** policy. The ETF policy may be found in the Residence Hall Handbook, *Appendix A: Housing Payments & Residence Hall Fee Scale* (excerpt below).

4. Students wishing to move out of the Residence Hall before their annual contract has expired will forfeit their deposit, all housing fees paid for the current quarter and will be assessed a \$750 contract termination fee. If you believe you have extenuating circumstances, please speak with the RLM regarding the early termination fee appeals process.

Residents that plan to leave prior to the end of their contract must provide a minimum of 1 week notice and schedule and complete a check-out appointment.

Failure to comply with the checkout process will result in an Improper Checkout fee of \$35.

All residents regardless of when their contract expires are required to fill this form out if they plan to depart the Residence Hall prior to the last day of spring quarter classes.

NAME: _____ ID #: _____ RM #: _____

FORWARDING MAILING ADDRESS: _____
Street/PO Box City State Zip

PREFERRED MOVE-OUT DATE (minimum of 1 week's notice required): _____

REQUESTED CHECKOUT TIME: _____

*** Checkouts can only be completed AFTER all personal belongings are packed and ready to be removed from the room. Please estimate/plan accordingly.**

Indicate the circumstances that apply to you below:

- I am moving out prior to the end of the academic year, but I believe I have an extenuating circumstance and I would like more information about the Early Termination Fee Appeal.
- I am moving out prior to the end of the academic year, but stated this intent on my Housing Contract and am not bound by the Early Termination Fee.
- I am choosing to leave the Residence Hall prior to the end of the academic year, and I understand the Early Termination Fee policy and the financial consequences.
- *SPRING ONLY:** I am leaving the Residence Hall before the end of the quarter, but I have paid the entire spring quarter housing fees and am not asking for any refund.

SIGNATURE: _____ TODAYS DATE: _____

Return this from to the RLM a minimum of 1 week prior to your move-out date.

FOR OFFICE USE ONLY

RLM Initials: _____ Date Received: _____