



**Central Connecticut State University**  
**Department of Residence Life**



**RESIDENCE HALL WITHDRAWAL FORM**

To be used if you have moved into your assigned Residence Hall and Room

Name \_\_\_\_\_ Student ID# \_\_\_\_\_  
(last) (first)

Residence Hall \_\_\_\_\_ Room # \_\_\_\_\_

The above named student will check out of the residence hall on \_\_\_\_\_  
(date)

Reason for withdrawal \_\_\_\_\_

Student and residence hall director signature is needed on the following:

Student has turned in all residence hall keys Yes ( ) No ( ) \_\_\_\_\_ Staff Initials /Date

Room Condition Form has been officially closed out Yes ( ) No ( ) \_\_\_\_\_ Staff Initials/Date

Does student wish to remain on meal plan? Yes ( ) No ( )

\_\_\_\_\_  
Residence Hall Director signature Date

**Important Withdrawal Information**

Students who withdraw from University:

- Upon withdrawal from the University up to and including the first day of classes, 100% of the balance paid less the housing deposit will be refunded.
- 60% of the balance will be refunded during the first two weeks of classes
- 40% of the balance will be refunded during the third and fourth weeks of classes
- No refund after the fourth week
- 60% and 40% refund assumes that applicable charges were paid in full and if not, student may actually owe to CCSU.

Students who remain enrolled but withdraw from University Housing:

- Upon withdrawal from a residence hall up to and including the first day of university-wide classes as defined by the published university calendar, 100% of the balance paid less the housing deposit and the housing cancellation fee, if applicable, will be refunded.
- No refunds will be made after the beginning of classes.

I have read and understand the above information and wish to withdraw from housing

\_\_\_\_\_  
Student signature Date

Please contact your hall director as soon as possible to complete this process.

Barrows Hall	832-1675	Gallaudet Hall	832-3452	Seth North Hall	832-0527
Beecher Hall	832-3439	James Hall	832-3442	Sheridan Hall	832-3445
Carroll Hall	832-3469	Sam May Hall	832-3466	Vance Hall	832-1680

Office Use Only:

Processed by/Date Processed: \_\_\_\_\_ Last Date of Meal Plan Activity: \_\_\_\_\_