

Housing Deposit Refund/Contract Purchase Release

End of Spring 2009 Semester

DEADLINE JULY 15, 2009

If you are graduating, withdrawing from Biola or making an approved off-campus move at the end of the semester you will want to have your Housing Deposit refunded to you. Please complete the bottom of this sheet and return it to the Housing Office in the Student Services Building.

If you are withdrawing from school, be sure to circulate a Departure Card from the Registrar's Office and cancel your meal plan contract at the Student Services Building front desk.

The following is important information regarding your Housing Deposit. Please read it carefully.

1. Complete and return the Housing Deposit Refund Application to the Housing Office in the Student Services Building **no later than July 15, 2009** if you are not returning for the fall semester. Please apply by this deadline so that your housing deposit will not be forfeited.
2. **The deposit will be credited to your student account, not refunded to you directly.** If you are not returning to Biola and your account is paid in full, the credit balance created by the refund of your housing deposit will be sent to you by the Finance Office. If you have not received your refund within **60 days** contact the Finance Office at (562) 903-4760.

Housing Contract Purchase Release:

If you have contracted for housing for the 2008/2009 academic year and wish to cancel your housing contract but are not withdrawing from school, you will be required to pay a prorated fee to be released from the Housing Contract. See the back of this form for an explanation of the Purchase Release Option for canceling your Contract. Your Housing Deposit will be refunded to your student account (see #2 above). Once approved to move off-campus, if the student wishes to move back onto campus, a room is not guaranteed. Furthermore, the student will be given the lowest priority to be housed.

Date I submitted this form: _____

• KEEP THE UPPER SECTION OF THIS FORM FOR YOUR RECORDS •

Housing Deposit Refund/Contract Purchase Release Form

Today's Date ____/____/____ Date you plan to leave housing permanently ____/____/____

Name: _____ Student ID # _____
Last First Middle

Residence Hall/Apt. Bldg. _____ Room/Apt # _____

Freshman Sophomore Junior Senior Graduate Student

Reason for leaving housing:

Withdrawing/Transferring (be sure to circulate a Departure Card from the Registrar's Office)

Getting Married: wedding date ____/____/____

Exercising Purchase Release Option (see reverse of this sheet for more information)

Other: please explain _____

All contracted residents are expected to fulfill the full term (the entire academic year) of their Housing Contract. Housing at Biola is in high demand; some students who desire housing may be turned away due to lack of available beds. Students who wish to exercise the Purchase Release Option will pay a prorated housing charge to be released from the balance of the Housing Contract. The amount of the charge depends upon when the contracted resident wishes to be released. Students will pay two (2) months' prorated housing fee to be released from a Housing Contract prior to or during the Fall semester. Students will pay one (1) months' prorated housing fee to be released from a Housing Contract at the end of the Fall semester or during the Spring semester. In either case, if the student completes all check-out procedures, the student's Housing Reservation deposit will be refunded to their student account.

- Your Housing Contract will be considered cancelled if you **officially withdraw** from, or are no longer enrolled at, Biola University. The official withdrawal date is the date your completed Departure Card is received in the Registrar's Office.
- You may request a cancellation of the Contract if you are a **freshman or sophomore under 21 years of age and wish to move to your parents' home**. You will be expected to exercise the **Purchase Release Option** described above.
- You may request a cancellation of the Contract if you will **turn 21 or** complete enough units to **achieve junior status** prior to the first day of Spring Registration, **AND** you were not already either a junior/senior or 21 at the beginning of the Fall semester. In this case, you may be released from the Housing Contract for the Spring semester. You will need to check out of your assigned room by Christmas Break Closing Day.
- You may request a cancellation of the Contract if you are an **International student 21 and older** attending Biola for your first semester. In this case, you may have the option of a single-semester Housing Contract. If you exercise this option you must check out of your assigned room by Christmas Break Closing Day.
- If you are at least 21 or are a junior or senior as of the beginning of the Fall semester and wish to be released from your Housing Contract, you will be expected to exercise the **Purchase Release Option** described below.
- You may request a cancellation of the Contract if you **change from full-time to part-time status during the academic year**. You will be expected to exercise the **Purchase Release Option** described above.
- If none of the above circumstances apply **AND you have experienced an extreme change in your financial circumstances**, you may apply to the Residence Exception Committee for permission to be released from your Housing Contract without exercising the Purchase Release Option. Contact the Housing Office for any necessary instructions, deadlines and/or forms related to the Residence Exception process. Submitting a request does not guarantee an exception will be granted.