



Campus Living Deposit Refund Request Form

Student Name: _____ T#: _____

Cell Phone #: _____ Email: _____

Building and Room _____

Month and Year you are vacating: _____

Reason for vacating (optional): _____

After completing and signing this form, a new housing application with the required deposit and application fee must be submitted to re-apply for campus housing.

The Campus Living Office will process the refund request. Any outstanding charges will be deducted from the deposit and the balance will be credited to the student's UALR account. If the student has any outstanding charges to the University, the housing deposit will be applied to those charges. Any amount remaining from the deposit will be returned to the student in the form of a check. The check will be mailed to the student's mailing address on file with the University. Any address change requests should be directed to the Office of Records and Registration, SSC Room 218. The refund process is generally completed within 30 days. Requests for deposit refunds will be honored up to one year after the student has vacated campus housing

Students signature

Date

For Campus Living Office Staff only

Date received: _____

Staff initials: _____