

Application for Return of Damage Deposit

**If you are returning to residence next year, please do not complete this form.
Your \$250.00 Damage Deposit will be carried forward to the next year.**

If you are NOT returning to residence in September, please complete and return this form to your Residence Advisor (RA), Residence Coordinator (RC) or the Residence Life Office in GMH303.

Date

Student Name

Student Number

STU Email [@stu.ca](mailto:____@stu.ca)

Residence:

Rigby Hall, room _____

Vanier, room _____

Harrington Hall, room _____

Windsor Street House # & Bedroom, _____

Holy Cross House, room _____

Your financial account must be in good standing otherwise refunds will be put towards your outstanding balance. Please mail any applicable refund to following address:

Street (and apartment # if applicable)

City

Province / State

Postal/Zip Code

If you are an **INTERNATIONAL STUDENT** who **does not** have a Canadian bank account – please clearly print your email address and you will be contacted by “**Pay My Tuition (MTFX)**” for your banking information and they will process your refund:

Preferred E-mail Address: _____

FOR OFFICE USE ONLY

Amount of refund \$ _____

Student has been charged \$ _____ for damages. Detailed description/letter included.

Date

Residence Life Signature