

## Application for Return of Damage Deposit

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

**If you are NOT returning to residence in September 2018**, 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:

- |   |  |
|---|--|
| <input type="checkbox"/> Chatham Hall, room _____     | <input type="checkbox"/> Vanier, room _____                      |
| <input type="checkbox"/> Harrington Hall, room _____  | <input type="checkbox"/> Windsor Street House # & Bedroom, _____ |
| <input type="checkbox"/> 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 is unable to process a Canadian cheque – please clearly print your email address and you will be contacted for your banking information for your refund:

Preferred E-mail Address: \_\_\_\_\_

Country you are returning to: \_\_\_\_\_

### FOR OFFICE USE ONLY

Amount of refund \$ \_\_\_\_\_

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

\_\_\_\_\_ Date

\_\_\_\_\_ Residence Life Signature