

Western Texas College Housing Deposit Refund Application

DATE	ID NUMBER	CONTACT NUMBER () -
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NAME _____

ADDRESS FOR REFUND _____

CITY	STATE	ZIP
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REASON FOR REQUEST:

MOVING OFF CAMPUS
 TRANSFERRING TO: _____
 OTHER: _____
 GRADUATION _____
 WITHDRAWING FROM COLLEGE _____

In order for your room deposit to be returned, your room will be inspected, and your records checked for grade holds. Barring any property damage claims, outstanding parking violations, library fines, or other balances this refund will be sent. It can take up to two months processing time for clearance of the Housing and Business Office.

RESIDENTS SIGNATURE	DATE
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DO NOT WRITE BELOW THIS LINE FOR OFFICE USE ONLY DO NOT WRITE BELOW THIS LINE FOR OFFICE USE ONLY

DAMAGE ASSESSMENT	DESCRIPTION OF DAMAGES	
\$	<input type="checkbox"/> LOST OR NON-RETURNED KEY <input type="checkbox"/> ROOM CLEANING <input type="checkbox"/> DAMAGES TO ROOM _____ _____	

CHECK-OUT COMPLETED ON / /	ROOM #	LAST SEMESTER ATTENDED
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HOUSING OFFICE SIGNATURE	BUSINESS OFFICE PERSONNEL SIGNATURE
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