

Western Texas College Housing Deposit Refund Application		
DATE	ID NUMBER	CONTACT NUMBER () -
NAME		
ADDRESS FOR REFUND		
CITY	STATE	ZIP
REASON FOR REQUEST: <input type="checkbox"/> TRANSFERRING TO: _____ <input type="checkbox"/> OTHER: _____ <input type="checkbox"/> MOVING OFF CAMPUS <input type="checkbox"/> GRADUATION _____ <input type="checkbox"/> 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
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
HOUSING OFFICE SIGNATURE		BUSINESS OFFICE PERSONNEL SIGNATURE