



AURORA UNIVERSITY

### Housing Contract Cancellation Form

This form must be completed and returned to the Office of Residence Life, Eckhart Hall, Room 308.

You must follow the proper Residence Life check-out procedures as outlined in the Resident Guidebook to be considered for a housing deposit refund, including the following:

- Complete the “Housing Contract Cancellation Form”
- Complete the “Office of Residence Life Exit Survey”
- Return all forms to the Office of Residence Life (Eckhart Hall, Room 308)
- Schedule a check-out time with your CA and/or RHD
- Complete the Room Condition Report at the time of check-out
- Turn in your keys

(All check-out procedures must be completed prior to leaving the campus.)

\_\_\_\_\_  
(Student Name – Please Print)

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Student ID#)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Campus Address)

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
(Term/Year)

**Office Use Only:**

Received: \_\_\_\_\_RCR

\_\_\_\_\_Keys

\_\_\_\_\_Exit Survey

\_\_\_\_\_Cancellation Form

\_\_\_\_\_  
(Residence Life Office Signature)

\_\_\_\_\_  
(Date)