



Intent to Vacate the Residence Hall

Student Name: _____ **Student ID #:** _____

Student Email Address: _____ **Granger Room #:** _____

Date Form Submitted: _____ **Receiving Financial Aid?** Yes/No **Athletic Aid?**

Yes/No

Home Address: _____

Home/Cell #: _____ **Planned move out date:** _____

Reason for vacating- I understand that I am requesting to vacate the residence hall prior to the end of my contract and this may result in a fine up to the cost of one semester's living fee. Residence Life reserves the right to work with the student to explore other options prior to considering release. Please check all that apply and submit required documentation. For additional information regarding this process, please refer to the FGC Residence Hall Handbook.

End of Student Status -certification from the Registrar's Office Required

College Initiated

Marriage or Domestic Partnership -Certificate required

Hardship or extraordinary circumstances occurring subsequent to the signing of the Student Housing contract determined by the College to be beyond the control of the contractee. Appropriate documentation may be required.

Other- Please give a brief explanation below. Appropriate documentation for this selection will be determined on a case by case basis.

I certify that the above information is true and correct. I understand that submitting false information in order to obtain a contract release may subject me to a Student Code of Conduct disciplinary charge, possible disciplinary action, and an immediate denial of my request for release. I also understand that if I am released from the contract I may be charged a prorated amount as outlined in the ITV process in the FGC Residence Life Handbook.

Student Signature: _____ Date: _____

Witness Signature: _____ Date: _____

Please submit your completed form in one of the following ways:

Mail:

Florida Gateway College
Attn: Office of Residence Life
149 SE College Place
Lake City, FL 32025

Email:

Residence.life@fgc.edu

In Person:

Building 007 to Amy Dekle
or
Building 014 to Rylie O'Quinn

Office Use Only

Room & Board Charge: _____

Explanation:

Approved

Date Received: _____

Denied

Pending

Vice President Signature: _____
