

Southwest Texas Junior College Dorm Check-Out Form

Student Name	Student ID	Room Number
Mailing Address	City/State	Zip Code

Important Information

If you are returning to the dormitory, **DO NOT** request your refund; it will reserve your room for the following semester. Check the appropriate box and sign and date below. If you later decide not to return, please notify us by August 1st of the Fall Semester or January 5th of the Spring Semester so your deposit will not be forfeited.

If you are **NOT** returning, check the appropriate box and sign and date below. A refund will be dispersed within **four to six** weeks from the time it is received at the Business Office. If you move out before the end of the semester, the deposit **will not be refunded** (as stated on the application).

**If you move out before the end of the semester, you will forfeit your deposit of \$150.00.

Before checking out of the dormitory, please empty and clean your room and turn in your mailbox key to the Bookstore Office. **A check out form (yellow copy) from the Bookstore Office is required even if you did not get a mailbox.** Bring the yellow copy along with your room key to the Dorm Office. An RA/Dorm Supervisor will inspect the room and complete the check-out form which will be turned into the Business Office.

I will will not be returning to Hubbard Hall Garner Hall for the next semester.

Student Signature	Student ID	Check Out Date
-------------------	------------	----------------

DORM OFFICE USE:

Mailbox key returned:	Yes	No (\$25 charge if key is not returned)	No key issued
Room key returned:	Yes	No (\$25 charge if key is not returned)	
Deposit to be refunded:	Yes	No	_____ RA Initials
Cleaning Charge of \$50	Yes	No	_____ RA Initials
Will charges be prorated?	Yes	No	
Will charges be reversed?	Yes	No	

Damages: _____

Dorm Supervisor	Date
-----------------	------

BUSINESS OFFICE USE:

Received By:	Date Received	Process Refund
--------------	---------------	----------------