



AURORA UNIVERSITY

**OFFICE OF RESIDENCE LIFE
HOUSING CONTRACT CANCELLATION FORM**

This form must be completed and returned to the Office of Residence Life, at 423 S. Gladstone Ave.

You must follow the proper Residence Life check-out procedures, as outlined in the Residence Life 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 (423 S. Gladstone Ave.)
- Schedule a check-out time with your RA and/or RHD and follow all check out procedures
- Turn in your keys

All procedures must be completed prior to checking out and leaving the campus.

(Student Name – Please Print)

(Student Signature)

(Student ID#)

(Date)

(Current Campus Address)

(Current Term/Year)

(Cell Phone)

(Home Phone)

Office Use Only:

_____RCR	_____Key	_____Exit Survey
_____Cancel Form	_____Access	_____RSUM/MPSM
_____Flatsheets	_____ASPR	_____Exit Info