

**INTENT TO VACATE PETITION**  
Single Student Housing

Students are financially and legally obligated for an entire academic year contract (Fall and Spring Semesters, or the remaining portion thereof), whether occupied or not. Students requesting to terminate this academic year contract, prior to the completion of the contract period, may do so if the following conditions are met. If the student should reside in Housing during part of the semester from which he/she is released, the student will be responsible for the pro-rated portion of rent and fees.

**Please read the following carefully:** Failure to properly check out with Residence Life staff will result in forfeiture of deposit and billing for accrued rent and any additional cleaning/damage charges.

*Please check the appropriate area:*

**Marriage** - A photocopy of the signed, certified marriage license needs to be submitted to Housing Services within **30 days** after the marriage occurs, or he/she will be responsible for the full term of the contract and the security deposit will be forfeited. The marriage has to occur within the semester the student is wishing to vacate. The student will be released from the contract no earlier than 30 days before marriage date. *The \$100 security deposit will be refunded if all conditions stated above are met.*  
Intended Marriage Date: \_\_\_\_\_  Transferring to Family Student Housing.

**Severe Medical Condition** - A USU Student Health Services physician will review all medical withdrawals. The student's attending physician needs to provide a written detailed diagnosis, documenting why this condition would adversely affect the student in a group living situation, and specifically why contractual release is therefore warranted. The student will be responsible for pro-rated rent and fees, based on days of occupancy or date of receipt of notification to Housing Services from attending physician (whichever is greater). Contractual release is not warranted without sufficient documentation or explanation. *The \$100 security deposit will be refunded if all conditions stated above are met.*

**Graduation/University-Required Internship** - The student needs to submit written verification of graduation from the Registration Office or written verification of internship from his/her Dept. Head or Dean on official letterhead when this form is submitted. *The \$100 security deposit will be refunded if all conditions stated above are met.*

**Military Withdrawal** - The student needs to submit photocopies of military orders and academic withdrawal from Utah State University when this form is submitted. *The \$100 security deposit will be refunded if all conditions stated above are met.*

**Complete Withdrawal and Non-Registration at USU** - Requires that the student completely withdraw and not register for classes at USU for the remainder of the academic year. If the student registers for classes at any time during the academic year, the student will be responsible for the entire rental amount. *The \$100 security deposit will be forfeited.*

Cancellation of the Intent to Vacate request does not guarantee that your original space within Housing will be available. Renewed occupancy obligates the resident to full financial and legal responsibility, with assumption of all other provisions in the Terms and Conditions.

Name: \_\_\_\_\_ A #: \_\_\_\_\_ Residence Hall/Apt & Room #: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Date of Checkout (If different from the end of the semester): \_\_\_\_\_