



Florida Institute of Technology

# Housing Deposit Check-out Form

Student Name (Print) \_\_\_\_\_

Student ID #: \_\_\_\_\_

Room Number \_\_\_\_\_

FIT Box #(required): \_\_\_\_\_

Please check one of the boxes below:

- I will be returning to campus housing. Please keep my deposit on file.
- I will not be returning to campus housing. Please refund my deposit and credit my student account.
- I will not be returning to campus housing. Please refund my deposit and mail the check to:

\_\_\_\_\_

\_\_\_\_\_

I understand that:

- Any monies owed to the university will be subtracted from the deposit before a check is mailed.
- Requests for a refund will result in the cancellation of my FIT Box and long distance access code. It is my responsibility to contact the Florida Tech mailroom with my forwarding address information.
- Refunds are processed after inspections by Florida Tech staff have been completed and all housing fines have been assessed.
- This paperwork may take 4—6 weeks (after you check-out of housing) to process.

Student Signature \_\_\_\_\_

Date: \_\_\_\_\_

Campus Services Office Use Only

Refund Deposit: \_\_\_\_\_

Forfeit Deposit: \_\_\_\_\_

Telecom: \_\_\_\_\_

Mailroom: \_\_\_\_\_

Date: \_\_\_\_\_

Initials: \_\_\_\_\_

Student Accounting: \_\_\_\_\_

Florida Institute of Technology • Campus Services Office (Ground floor of Evans Hall)

150 West University Boulevard, Melbourne, FL 32901-6975 • (321) 674-8076 • FAX (321) 674-7444  
email: fthousing@fit.edu

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