Housing Reservation Refund Request

This form is <u>only</u> for new/transfer/prospective students.
Current students should please refer to the University catalog.

LEE · 1918
RESIDENTIAL LIFE & HOUSING
RLH

<u>Deadline(s) to request refund of housing deposit:</u>

Beginning semester: Fall 2019 July 12, 2019
Spring 2020 December 16, 2019

	EMAIL AND/OR FAX COMPLETE FORM Please allow 30 days for processing.
Today's Date:	
Beginning semester that student applied to Lee University and is requesting refund. (Check one)	____ Fall 2019 ____ Spring 2020
Name:	
Lee University ID number or Date of Birth:	
Phone Number:	
Email address:	
Make check payable to*:	
Mailing address for refund check:	
Brief reason for request of refund.	

*If you paid by credit/debit card, your refund will be sent back to your card.

<u>Office of Residential Life & Housing</u>
<u>housing@leeuniversity.edu</u>
423.614.6000 ph
423.614.8404 fx