



MOVE OUT FORM & Notification Policy
Submit This Form To Your House President

Deadline for move-out notification

When a resident decides to move out of UCU, timely notification must be made. This is done by submitting the Move-out form (see below) to the requisite House President on or before the notification deadline (“drop dead” day) for a given quarter. The schedule of deadline is:

Move-out after Fall quarter: 21 days before the last day of instruction

Move-out after Winter quarter: 21 days before the last day of instruction

Move-out after Spring quarter: April 20

Note that a resident who plans not to return in the fall but is approved to remain in residence during the summer must meet the Spring-quarter deadline for move-out notification.

Forfeiture of deposit

A resident who fails to submit the Move-out form by the deadline forfeits his/her deposit. Exceptions to this can only be granted after favorable deliberation by the Alumni Board. Generally, “financial problems” is unacceptable as an excuse for missing the deadline; the student is responsible to be aware of his/her financial situation and to plan ahead accordingly.

To the UCU Alumni Board Treasurer,

I will be moving out of UCU after the end of this academic quarter. I understand that that my deposit will be sent to me only after it has been verified that I have complied with Section P, Rule 1 of the UCU House Rules: (1) I have not damaged UCU property; (2) I have no outstanding unpaid bills; (3) this notice is submitted at least three weeks before the end of the last quarter of residence.

Resident Name (print): _____

Resident Signature: _____

Date: _____

Where to send the deposit

Name: _____

Address: _____

City, State, Zip: _____

Email: _____

Home Phone: _____ Cell Phone: _____