

VCU Residential Life & Housing

V i r g i n i a C o m m o n w e a l t h U n i v e r s i t y

2009-10 Housing Prepayment Form

This form should be used **ONLY** by applicants wishing to pay their \$250 housing prepayment fee by check or money order. **All applicants are also required to complete the standard online housing application located on the VCU Residential Life and Housing Web site at www.housing.vcu.edu.**

NOTE: Your online housing application will not be considered complete until your \$250 prepayment fee is received and processed, which may take 10 working days. Housing is guaranteed for incoming freshmen whose housing prepayments are received (not postmarked) by June 1.

Please print a copy of this form, complete the information below, attach your check or money order in the amount of \$250 (payable to VCU Housing), and mail to:

VCU Residential Life & Housing
Central Housing Office
ATTN: RLH Business Services Office
P.O. Box 842530
Richmond, VA 23284-2530

Name: _____
(Last) (First) (MI)

VCU Student ID #: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Home phone: (_____) _____ Cell phone: (_____) _____ Gender: _____

VCU E-mail: _____

Housing Prepayment and Fee Refund Policy

New incoming students who apply for on-campus housing are required to pay a one-time \$250 prepayment fee, which is credited toward the student's first semester housing costs. Paying this prepayment fee "completes" the online housing application process, and the student's room assignment will be made based on the date the fee is received by the VCU Central Housing Office. If paying by check or money order via U.S. mail, please allow 5-10 business days for delivery.

Fall semester refunds: New students who cancel their fall semester housing contract by June 30 will be refunded the \$250 prepayment fee (cancellations must be received in writing; see the Housing Web site at www.housing.vcu.edu for details). After June 30, students are obligated to the contract's Terms and Conditions.

Spring semester refunds: New incoming students for the spring semester who wish to cancel their housing contract must contact the VCU Central Housing Office, as these cancellations and fee refunds are granted on a case-by-case basis.



VCU Residential Life & Housing
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VCU is an EEO/AA institution.
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