



Residence Hall Agreement Termination Petition

Office of Housing and Residence Life | ENMU Station 39 | 1500 S Ave K | Portales, NM 88130
Phone: 800.367.3668 | Fax: 575.562.4321

Student Information

Please refer to your Residence Hall Terms and Conditions, Section 3, for Eastern's policy of agreement termination.

Student name: Last _____ First _____ Middle _____

Student ID or SSN: _____

Local mailing address: _____
Street City State ZIP

Residence hall: _____

Room number: _____ **Phone number:** _____

I understand if I choose to terminate my Residence Hall Agreement before the end of the contract period, I will forfeit my deposit.

Reason for termination: _____

The room deposit will be refunded for the following reasons:

- Marriage
- Graduation
- Student teaching: Location: _____
- Permanent military duty
- Medical reason
- Complete withdrawal from the University/Not returning to the University

Please note:
You will be responsible for all housing and meal plan charges until you officially check out of your room with your resident assistant. **Please initial here:** _____

Any of the above require written and/or photocopied verification to be submitted with this petition for the approval of the director of Housing and Residence Life. Students required to live on campus according to the University Residency Policy must also complete a waiver.

Student signature Date

Director's Action

- Released from agreement
- Refund deposit

Director of Housing and Residence Life Date

