



# Residence Life Administrative Appeal Form

## REQUEST FOR HOUSING REFUND FORM

SUBMITTING A REFUND REQUEST FORM DOES NOT OFFICIALLY WITHDRAW YOU FROM A CLASS OR THE COLLEGE

**Deadline:** Within 120 days of when the final grade was posted for that semester according to the academic calendar.

**All requests must include the below items:**

- A Letter of Explanation
- Documentation
- Transcripts
- Copy of student bill/schedule

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_  
(Not Social Security Number)

Email (primary contact): \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City, State & Zip \_\_\_\_\_

Academic year: \_\_\_\_\_ Term: \_\_\_\_\_ Lagoon Landing room number: \_\_\_\_\_

**Check Reason for Request:**

**Supporting Documentation for refund**

- **Medical**-Physician’s letter on official letterhead, or other medical documents, indicating the *severity, duration, and academic impact* of the condition and recovery period.
- **Death of Immediate Family Member**-documentation of the death and your relationship to the deceased that specifically indicates severity or duration that prevents you from continuing to attend FKCC.
- **Active Military Duty**- documentation must include a copy of orders.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_



## Housing Contract Cancellation Policy

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Lagoon Landing contracts are legally binding for the entire term of the contract. Contract cancellations initiated by residents, regardless of the reason, are not automatic and require students to adhere to the petition process.

**Enrollment Changes:** Students deciding not to enroll at Florida Keys Community College must send email notification of the need to cancel their signed housing contract to [housing@fkcc.edu](mailto:housing@fkcc.edu).

- A \$1500.00 cancellation fee shall be applied to contract cancellations made within two weeks prior to the published move-in date.
- No refunds will be granted for housing contract cancellations made on or after the first day of move-in.

**Mid-Semester Cancellation:** Students withdrawing and/or moving out of Lagoon Landing during an academic term must complete a Petition to Cancel Housing Contract form and submit it to [housing@fkcc.edu](mailto:housing@fkcc.edu). The housing contract will then be terminated. No refunds will be granted, regardless of the withdrawal date. Students must adhere to the check-out process and vacate by their indicated withdrawal date.

**Spring Term Withdrawal or Non-enrollment:** Students committed to an annual contract (fall/spring) who are not enrolling for the spring term due to graduation, FKCC withdrawal, or non-enrollment must complete and submit a Petition to Cancel Housing Contract form by November 1, or they will be accountable for full payment of their housing contract.

**Petition to Cancel Housing Contracts:** Reasons for requesting contract cancellation usually include one of the following:

- Mid-semester cancellation
- Spring term withdrawal/non-enrollment (fall/spring annual contracts)
- Graduation
- Medical/psychological

The Student must provide a medical withdrawal request that has been accepted and approved by the College. Medical withdrawal terminates the contract after the medical withdrawal date, and the College will refund a portion of the rent for the semester the Student withdraws for medical reasons, based upon the student's move-out date. Medical conditions that do not require medical withdrawal from the College are not grounds for termination of the contract, or for a refund of housing fees.

- Military deployment

Military deployment is defined as deployment or other required relocation as an active member of the U.S. Armed Services to a location not within the geographic limits of Key West, Florida. Enlistment or enrollment in a branch of the U.S. Armed Services is not a sufficient basis for waiver of cancellation fees based upon military deployment. The student must provide activation, deployment, travel, or assignment orders to the College. Military deployment or other required relocation terminates the contract after the deployment date, and the College will refund a portion of the rent for the semester the student deploys, based upon the student's move-out date.

All requests to cancel a signed housing contract must be submitted on the Petition to Cancel Housing Contract form to [housing@fkcc.edu](mailto:housing@fkcc.edu).

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