

SRPS

Student Residence Placement Service

CANCELLATION AND REFUND POLICY

To receive a refund of the security deposit, a request must be made in writing. Students canceling enrollment or choosing not to use SRPS's housing services will be allowed a full refund of the security deposit if written notice is received at least thirty (30) days prior to the official school **move-in date**. Students giving less than twenty nine (29) days written notice prior to the official school **move-in date** will not receive a security deposit refund. Written requests may be mailed or faxed. Postmarks on mailed cancellations will determine the date received and the amount of the refund. The date faxed cancellations are received will determine the appropriate refund. Amounts held for cancellation are considered liquidated damages to the Lessor. Pre-paid rents, which will not be used, are fully refundable. **Processing or application fees will not be refunded.** Allow fourteen (14) days for all eligible refunds to be processed.

MOVE-IN DATE CHANGES AND LATE ARRIVAL POLICIES

A student may postpone or accelerate move-in for one start-up date (forward or backward) with written notice received by the Lessor at least twenty nine (29) days prior to the official school **move-in date**. The student's application fee will be transferred and applied to the new start date. A student who is forced to arrive late must notify Lessor in writing fourteen (14) days prior to the official school **move-in date** to hold the Unit. With proper notice, Unit reservations will be held for fourteen days (from official school move-in date). Without written notice, the application fee will be forfeited and the Unit will be released for use. If a student postpones or accelerates his or her move-in and subsequently cancels, no deposits will be refunded.