



**Student Residence Center**

S. 16th Avenue & Nob Hill Boulevard, PO Box 22520, Yakima, WA 98907-2520  
P: 509.574.4885 • src@yvcc.edu • www.yvcc.edu/housing

**NOTICE OF CHECK OUT / CONTRACT CANCELLATION**

Please complete the information below to notify the SRC of contract cancellation(s) and/or the date you plan to move out.

*Contract Cancellation(s)*

Summer Year: \_\_\_\_\_ |  Fall Year: \_\_\_\_\_ |  Winter Year: \_\_\_\_\_ |  Spring Year: \_\_\_\_\_

A formal, pink Check-Out Agreement is required to be filled out and submitted to the SRC office when officially checking out of your room. This form can be obtained in the SRC office or on [www.yvcc.edu/housing](http://www.yvcc.edu/housing). Please pick up this form earlier than your expected check-out date. It provides detailed information regarding the official check-out procedures.

*Cancellations received 30 days or more before the start of quarter will receive 100% refund of security/damage deposit. Cancellations received 29 days or less before the start of quarter will receive 50% refund of security/damage deposit. No refund will be given after the first day of class.*

RESIDENT: Fill Out Every Section (Please Print Legibly)			
First Name (please print):	Last Name (please print):	Planned Check-Out Date:	Today's Date:
Resident Signature:	Room #:	Contact Phone Number:	E-mail:
Institution: <input type="checkbox"/> YVCC <input type="checkbox"/> WSU <input type="checkbox"/> Perry <input type="checkbox"/> Other		Date Staff Received:	Staff Initials:
Reason: <input type="checkbox"/> Internship/Externship <input type="checkbox"/> Finished Program <input type="checkbox"/> Other(please explain):			

Yakima Valley College does not discriminate against any person on the basis of race, color, national origin, disability, sex, genetic information, or age in admission, treatment, or participation in its programs, services and activities, or in employment. All inquiries regarding compliance should be directed to the Director of Human Resource Services, YVC, South 16th Ave. & Nob Hill Blvd., Yakima, WA 98902; or call 509.574.4670.