



University Apartments & Off-Campus Student Services
1032 W Wisconsin Ave #203
Milwaukee, WI 53233

Apartment Deposit Refund Request Form

Today's Date _____

Name of requestor: _____

MUID: _____ Current Phone: _____

Current Address: _____

Reason for request of refund: _____

**With my signature, I understand that this form is a request for a refund and does not constitute
guarantee of the return of my deposit.**

Signature

Date

Directions to Obtain Refund

Please retain the pink copy for your records. The Office of University Apartments will process this form. If approved, the University Apartments will issue a refund; checks will be made available through the Bursar's office. **Please allow 10 business days** for your request to be processed.

<u>For Office Use Only</u>			
SR Initials:	_____	_____	_____
Date Rec'd:	_____	Approval Signature	Date
Waiting List:	Y	N	Approval
Allocated:	Y	N	
Paid Deposit:	Y	N	

Guidelines for Housing Deposit

Office of University Apartments

Under certain circumstances, refunds for deposits will be considered for those people who intended to sign up for apartments but were unable to do so due to lack of availability. Please note that the following are **guidelines** for determining whether or not you might be eligible for a refund of your housing deposit. The decision to issue a deposit refund is at the sole discretion of the Office of University Apartments. This means that while someone might meet the criteria for a deposit refund, refunds are not guaranteed.

Housing Deposit Payment – Important Details

- Please be aware that while refunds are possible, they are not guaranteed. Therefore, students should only pay the deposit if you have every intention of living in the University-owned Apartments and they should not pay the deposit under the assumption that they will be able to easily get the money back.
- Checks **WILL** be cashed after they are received by the Bursar. This is due to the fact that a check can be held no longer than one week once it has been written. Since deposits are not applied to student accounts until August, checks must be cashed immediately.
- **Waivers:** All those individuals who completed waivers in lieu of a deposit are not eligible for a refund.

Refund Eligibility

You are eligible for a refund if you meet the following criteria:

- You were unable to select an apartment using the Campus Living online selection system. This is usually due to a lack of vacancies at the time of selection.
- You were never offered an apartment in University-owned Apartments nor assigned into any University-owned housing for the school year.

You are not eligible for a refund if any of the following statements applies to you:

- You selected a University-owned apartment using the Campus Living online selection system.
- You were booked into an apartment by a friend/roommate in the Campus Living online selection system.
- You were offered an available apartment after applying for the Apartment Waiting List

Requesting a Refund

You must contact the Office of University Apartments to obtain a “Deposit Refund Request Form.” This form must be completed and returned to the Office of University Apartments. If your request is approved, a copy of the form will be forwarded to the Bursar, who will process your refund. If your request is refused, a letter will be sent to you explaining the reasons(s) for the refusal of your request. Letters will be sent to the campus address which you have on file with the University. In the event of no address on file, letters will be sent to your permanent address.

Timeline for a Refund

Please note that there may be restrictions as to when a deposit refund request will be processed and/or honored. For instance, if you are applying for a certain apartment building, you cannot get a refund before the selection process for that apartment building has finished. No request for a deposit refund will be honored once the leasing period for which the deposit applies has begun. Please ask as at the Office of University Apartments for specific details and clarification.

Processing time for individual requests should be asked of the Bursar. Allow minimum of 10 business days.