Application for leaving the dormitory

▶ Information of the person who moves out

Student Number	Department	Year	Full name	Contact info	Dormitory name	Room number

※ When applying for moving out of the dormitory, the person has to fill out the form in the management office five (5) days before moving out, while returning key and cards and receiving internal inspection of room.

☞ The room equipment should be in the same condition and place as before moving in.

☞ After moving out, personal belongings should not be left in the room.

- Students must complete the sign out application form five days prior to leaving the dorm, clearly stating the reason for move out. Then, they must obtain a signature from the cafeteria nutritionist. (No refunds if there is no signature)
- If student leaves the dormitory without being checked for moving out, refund wont be given and student will be restricted from living in the dormitory next semester.
- Student(s) who wishes to leave the dormitory must fill-out their contact information and receive a signed permission from the dormitory management team.

If the above rules are violated, refund might be restricted.

※ Required Field (If the fields bellow is not filled correctly, refund might be restricted)
Submission of the copy of the house contract is required (If it' s not your own house contract, please state your relationship with the contract owner)

Reason for Leaving The Dormitory	Contact Information	New Address (Outside of the Dormitory)	Approved by (Dormitory Management Team Sign)	cafeteria
	Email: Phone Number:			

I would like to apply for leaving the dormitory for the above reasons.

Date of application : 20 yy mm dd
Date of moving out : 20 yy mm dd

Applicant : (sign)
Freshman(Checker) : (sign)
※ For freshmen, we need the signature of Professor Sam Kang

Woosong University Dormitory