



**SNOW
COLLEGE**

**RESIDENCE
LIFE**

150 College Avenue
Ephraim, UT 84627
435.283.7000
www.snow.edu

Early Release/Check-out Form

You must also complete a "Cancellation/Departure Form" if you are NOT checking out on one of the approved end-of-contract check-out days.

This form is optional. We encourage residents to complete the form with signatures of roommates and turned in to a Resident Assistant at the time of checkout if you are departing at least 24 hours prior to (an)other roommate(s). Completing the form may protect you from additional charges.

As a roommate, in signing below, I agree that the resident noted has cleaned all areas under his/her responsibility, including, but not limited to, shared space in a bedroom, bathroom, kitchen(ette), or any common area AND has removed ALL of his/her belongings from the building.

As a roommate, I have NOT been compelled, or coerced, to sign this document. I also understand that if the responsible areas are clean and validated by a Resident Assistant or other Residence Life representative, at the time of this resident's checkout, any future damages or uncleanliness MAY be charged to ME and/or the other residents as accountable.

RESIDENT INFORMATION

Full Name: _____

Building: _____ Apartment/Room/Suite #: _____

Cell Phone: _____ E-mail: _____

Departure Date: _____ Departure Time: _____

Signature: _____

ROOMMATE APPROVAL

Please have roommate(s), including all in your apartment or suite, sign below showing that they are aware you will have guest(s) and approve of the guest.

	Print Name	Signature	Departure Date
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____

NOTICE

This document in NO way releases a resident from charges for damages to Residence Life Facilities or failure to clean areas assigned. It simply documents that the resident's roommates feel this resident cleaned the areas she/he was assigned. **Additionally, Resident Assistants are NOT authorized to determine damage assessment and/or tell a resident if she/he will receive a complete refund.** Final inspections of all rooms to determine fee assessment will begin the Monday following Commencement and will be done by the Resident Directors with Resident Assistants present.