

**LaGrange College Office of Residential Education & Housing
Request to Receive the Residence Hall Damage Fee**

This form should be received by the housing office before 5pm on June 11, 2018

Feel free to visit the [LaGrange Housing website](#)

Student's Full Name (Printed first, middle, last): _____

L #: _____ Residence Hall & Room # (Room letter if applicable): _____

By completing this form, I am requesting to receive my \$100 residence hall damage fee back because: (Check one below)

I have graduated from LaGrange College I am not returning to LaGrange College the upcoming (Semester & year): _____

Mail the \$100 damage fee to (Mailing address): _____

(Mailing address continued): _____

I also understand that Maintenance & College Staff will be closely reviewing the condition of my residence hall room/apartment and any damages/improper check-out fees/late fees/non-key return fee and any money owed to the College will be deducted from this amount. I also know that I am required to pay any amount owed to the College that exceeds the \$100 damage deposit.

Signature: _____ Date: _____

OFFICE USE BELOW:

Damage fines from Maintenance: _____ Fines from Housing: _____

Additional notes: _____

Completed forms should be submitted:

[In person]: Office of Residential Education & Housing – Smith Hall, 215

-or-

[Scan and email]: housing@lagrange.edu

-or-

[Mail]: LaGrange College - Housing Office, 601 Broad Street, LaGrange, GA 30240

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Refunds are typically processed & returned in July – August

Visit the [housing website: www.lagrange.edu](http://www.lagrange.edu)> scroll over “Campus Life” > click on “College Housing” for more information.