

The College of

WILLIAM & MARY

Residence Life

P.O. Box 8795
Williamsburg, VA 23187-8795
757/221-4314, Fax 757/221-1240
living@wm.edu

Greetings from the Office of Residence Life and welcome to the College of William and Mary. When you received your housing assignment we mentioned that you would be receiving this letter regarding the Room Damage Deposit. As a condition of room occupancy, all students must pay the College a \$75 Room Damage Deposit prior to occupying the room (exceptions are not made for students on scholarships). This \$75 deposit shall be refunded within 60 days of the termination of this contract, if and when the resident will not be residing in a College residence during the subsequent semester and provided there are no damages to the premises and the student's College account is current. Damage claims upon final departure will be deducted from the \$75 deposit. Any damage charges during occupancy will be billed directly to the resident.

Please complete the form below; include it with a \$75.00 check payable to *The College of William and Mary* and forward them both to the address listed below. We look forward to seeing you soon!

Room Damage Deposit

Please remit check to:

Cashier's Office
The College of William and Mary
P.O. Box 8795
Williamsburg, VA 23187-8795

Banner code: HDMD

Date: _____

Name: _____

Student Identification Number: _____

Amount to be paid: \$75.00

As a condition of room occupancy, all students must pay the College a \$75 Room Damage Deposit prior to occupying the room (exceptions are not made for students on scholarships). This \$75 deposit shall be refunded within 60 days of termination of this Contract, if and when the resident will not be residing in a College residence during the subsequent semester and provided there are no damages to the premises and the student's College account is current. Damage claims upon final departure will be deducted from the \$75 deposit. The resident shall be responsible for all costs of repair/restoration in excess of the \$75 deposit. Damage charges during occupancy will be billed directly to the resident. All bills must be paid by their due date except when a letter of appeal has been filed with the Area Director and/or the Assistant Director for Administration according to the procedures set forth in "[Damage/Loss Charges.](#)"

Failure to pay the Room Damage Deposit, or to clear outstanding bills will be considered a violation of the Housing Contract and may result in (a) ineligibility for participation in the Room Selection Process or special interest housing membership, (b) ineligibility for official check-in procedures, *i.e.*, obtaining key, (c) withholding of registration materials/transcripts, (d) disciplinary sanctions, and/or (e) civil suit.