

**CLARK UNIVERSITY**  
**Office of Residential Life and Housing**  
**Vacancy Buy-Out Request Form**

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Name: \_\_\_\_\_ Clark ID #: \_\_\_\_\_  
Email Address: \_\_\_\_\_@clarku.edu Phone Number: \_\_\_\_\_  
Current Hall/House: \_\_\_\_\_ Current Room: \_\_\_\_\_  
Current class standing: First Year \_\_\_\_\_ Sophomore \_\_\_\_\_ Junior \_\_\_\_\_ Senior \_\_\_\_\_

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I am interested in buying out a vacancy in the following room type: (Select one)

\_\_\_\_\_ Double Room          \_\_\_\_\_ Tripe Room\*          \_\_\_\_\_ Quad Room\*

\* For this buyout I intend to split this buy-out cost with the following residents (all residents must submit signed Vacancy Buy-Out Request Forms to RLH)

1) Name: \_\_\_\_\_ Clark ID #: \_\_\_\_\_  
2) Name: \_\_\_\_\_ Clark ID #: \_\_\_\_\_  
3) Name: \_\_\_\_\_ Clark ID #: \_\_\_\_\_

*Please note that an individual student may not buy-out more than 1 full vacancy. This means that a single student may not buy-out a triple by his/her self, but may purchase 1 space with the understanding that one space may be filled if they are the only resident assigned to the room. If more than one student is buying out a vacancy the cost of \$1200 per vacancy will be split among the residents involved.*

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**Buy-Out Agreement:**

\_\_\_\_\_ **I understand and agree to the following terms and conditions:**

- Students agree to pay the applicable room charges associated with this buy-out, which vary depending on the number of students buying-out a vacancy. This cost will not exceed \$1200. Students are charged a pro-rated cost for eligible buy-outs initiated mid-semester.
  - By choosing to buy-out a vacancy, that space in a room will not be listed as a vacancy for students pursuing room changes during the buy-out semester. While very unlikely, if for emergency reasons a student must be placed into a buy-out vacancy, the students involved will receive a full refund of all buy-out costs.
  - Buy-outs for known vacancies must be requested before July 1 for fall semester buy-outs, or the date of winter closing for Spring Closing. Any space not bought out by these dates may be filled during the fall/winter housing assignment processes for new, transfer, returning from leave, relocation request, and study abroad students.
  - If a student does not choose to a buy-out by the deadline, and a vacancy remains at the start of the semester, the student will have until 5:00PM on the first Friday back to request a full semester buy-out. After this time no buy-outs will be offered for existing vacancies and these vacancies will be offered for relocation requests and administrative assignments.
  - Students who acquire a vacancy in their room during the semester because a roommate moves out or withdraws from Clark will have 5 days from their roommate's move out date to buy-out the space. After this period ends these vacancies will be offered for relocation requests and administrative assignments
  - If a student no longer wishes to have a buy-out they may request their room be listed as having a vacancy. **Students will continue to be billed for a buy-out until a student elects to move into the vacancy.** If a students with a buy-out relocates into another room with a vacancy, their buy-out charges will discontinue. Normal room change policies apply.
  - If multiple students split the cost of a buy-out and then one student subsequently leaves the room, the remaining student(s) will have the opportunity of assuming the buy-out cost, finding another student to move in and assume the cost, or canceling the buy-out.
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**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_