

**The Landings at Terra Village**

**COVID-19 Room and Board Adjustment Request Form**

**Please submit this completed form to Jamie Lodermeier-Fay at the Landings at Terra Village via email [housing@terra.edu](mailto:housing@terra.edu). For questions call 419.559.2160. Please print legibly.**

**Student Name:** \_\_\_\_\_ **Student ID:** T \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Terra E-Mail:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Please Indicate your Request Below**

I am requesting a credit of my unused Spring 2020 semester room and board fees at the Landings at Terra Village towards either my Summer or Fall 2020 semester fees.

I am requesting a refund of my unused Spring 2020 semester room and board fees at the Landings at Terra Village. Refund will be via BankMobile Vibe based on preference previously selected and once all personal belonging are removed and keys turned in.

I am donating the balance of or a portion of my unused Spring 2020 semester room and board fees at the Landings at Terra Village to the Student Emergency Fund of the Terra College Foundation. Your generous donation is tax deductible to extent provided for by IRS regulation and law. The amount I wish to donate is: \_\_\_\_\_.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Terra State Office Use Only**

Landings at Terra Village      Approved      Denied      Incomplete \_\_\_\_\_ Date \_\_\_\_\_ Initials

Cashier Office      Approved      Denied      Incomplete \_\_\_\_\_ Date \_\_\_\_\_ Initials

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