

# REQUEST TO VACATE

Date Received: \_\_\_\_\_

*Indicate the reason for this request to vacate the Residence Halls. To be considered, this request must have supporting documentation. Please attach documentation supporting your selection:*

- GRADUATION / WITHDRAWAL FROM UNIVERSITY - Must attach verification from Enrollment Services Office.
- MARRIAGE / DOMESTICALLY PARTNERED - Must attach verification of a marriage license or certificate.
- OTHER - Student must attach detailed explanation of request along with supporting documentation. If you are requesting to vacate due to financial reasons, you must provide supporting documentation which clearly indicates how your financial situation has changed since the time you signed the license agreement.

### PLEASE READ CAREFULLY BEFORE SIGNING

On-campus housing licenses (contracts) are binding academic year legal documents and we will enforce the conditions; such as you will not be released you from your contract unless you meet one of the criteria listed above and receive written approval to vacate from the housing office. If not approved, you will be financially liable for the entire academic year.

#### **Initial each box after you have read and understood:**

- Submission of this form does not guarantee that you will be released from your contract agreement. The University may grant or deny the request to vacate based on the standards above with appropriate verification.
- If you are released from your contract due to graduation or withdrawal from the University, an additional check of your enrollment will be done in late February. If you are enrolled for the Spring term, you will be financially liable for the entire academic year.
- Students approved to vacate may not request to stay during the semester break. Student must vacate prior to 7:00 pm on the Friday of final examination week. The Housing & Residential Life Office will send written approval/denial for your request to vacate in a timely manner.
- If you've been approved to vacate, a prorated charge of up to thirty(30) days from the date of approval and a cancellation fee will be applied to your account, no exceptions.
- Do not make other legal commitments until you have been released from your contract in writing by the Housing & Residential Life Office.

#### **I have read and understand the conditions stated above:**

SIGNATURE \_\_\_\_\_ Male or Female

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Campus I.D. #: \_\_\_\_\_

Hall: \_\_\_\_\_ Room No.: \_\_\_\_\_ Phone: \_\_\_\_\_

Type of room CURRENTLY residing in:

- Double Room
- Single Room

Type of hall CURRENTLY residing in:

- Regular Hall
- Very Quiet Hall

FOR OFFICE USE ONLY

\_\_\_\_\_ Approved \_\_\_\_\_ Denied Cancellation Fee Charged: \_\_\_\_\_