

REQUEST TO VACATE

Date Received _____

Indicate the reason for this request to vacate the Residence Halls and please attach documentation supporting your choice:

_____ GRADUATION - Student must attach verification from Office of Enrollment Services.

_____ WITHDRAWAL FROM UNIVERSITY - Student must attach verification from Office of Enrollment Services.

_____ MARRIAGE - Student must attach verification in the form of a marriage license or certificate.

_____ HARDSHIP (Non-financial; serious family illness or death of family member) - Student must attach detailed explanation of request.

_____ OTHER - Student must attach detailed explanation of request. 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

1. Prior to the fall semester you entered into a legal agreement (contract) for the entire academic year. You will not be released from that contract and will be financially liable unless you meet one of the criteria listed above and receive written approval to vacate from the housing office. Do not make other legal commitments until such time as you have been released from your contract in writing by the Housing & Residential Life Office. 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 of the spring semester. If at that time you are enrolled in the university for the Spring term, you will be financially liable for the remainder of your license for the academic year.
2. This request is not automatically approved, and the university may grant or deny a request to vacate based on the standards above, with appropriate verification.
3. Students approved to vacate may not request to stay during the semester break and must vacate prior to 7:00 pm on Friday, of final examination week.
4. The Housing & Residential Life Office will send written approval/denial for your request to vacate in a timely manner.

I have read and understand the conditions stated above:

SIGNATURE _____ DATE _____

Phone Number During Semester Break () _____ Campus I.D. # _____

Last Name _____ First Name _____ Male _____ Female _____

Current Hall _____ Current Room No. _____ Room Tel # _____

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