**Student Information**

| First Name | Last Name | G# |
| --- | --- | --- |
| Phone # | Geneseo Email | Class Year (FY, SO, JR, SR) |
| Residence Hall  | Room # |

**Proposed Residence**

| Street Address |
| --- |
| City | State | Zip Code |

**Request Details**

| Reason for Request  |
| --- |
| Please list what supporting documentation that you are attaching |
| Requesting Release For (Please specify) - Immediate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Future Semester:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Student Signature  | Date |

**Additional Directions and Information**

1. Residential students are obligated to live in the residence halls for the entire academic year. Students are not permitted to move off campus mid-year, except in extraordinary circumstances.
2. An administrative fee of $150.00 will be assessed to students who are released from housing and who remain enrolled at the College.
3. Supplemental documentation must be attached to this document.
4. Residential students who plan to transfer, withdraw, or take a leave of absence, do not need to complete a Release from Housing Application. Instead, they must visit the Office of Enrollment Services in Doty Hall 312.

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**Office Use Only**

| Admin. Fee? \_\_\_\_\_\_\_\_ | Decision: Approved \_\_\_\_\_\_\_\_\_\_\_ Denied \_\_\_\_\_\_\_\_\_\_\_\_ Pending information \_\_\_\_\_\_\_\_\_\_\_\_ |
| --- | --- |
| Symplicity: Note \_\_\_\_\_\_\_ Assignment Removed \_\_\_\_\_\_\_ Application Archived \_\_\_\_\_\_\_ Banner Updated \_\_\_\_\_\_\_ Res Flags\_\_\_\_\_Communication: Google Doc \_\_\_\_\_\_\_ Email to Student \_\_\_\_\_\_\_  |

**Residence Life Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**