

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 (medical, financial, commuting, graduating, study abroad, internship)	
<p>On a separate document, summarize the particular ways in which the residence halls are not meeting your needs. Provide a detailed explanation with supporting documentation to describe your need to be released from your campus housing obligation. All financial release requests must be accompanied by supporting documentation from Financial Aid. All medical release requests must be accompanied by supporting documentation from the Office of Disability Services and an appropriate medical professional. (enclosures: budget plan, notarized letter from guardian, doctor's note on official letterhead, letter from Office of Disability Services, letter from Financial Aid, letter from CAS, etc.)</p>	
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 documentation.
 - a. Study Abroad: letter or email message indicating acceptance from host institution
 - b. Commuting: notarized statement from parent or guardian indicating home address; commuting is only permitted from a guardian residence
 - c. Financial: notarized statement from parent or guardian describing a change in financial circumstance, supporting documentation from the Office of Financial Aid
 - d. Medical: letter from an appropriate medical professional, supporting documentation from the Office of Disability Services
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 Office of Enrollment Services in Doty Hall 312.

Office Use Only

Term	Admit Term	TR or FY?	Deposit Date	Admin. Fee?	Decision (approved, denied, pending)
Simplicity: Note ____ Assignment Removed ____ Application Archived ____ Banner Updated ____					
Communication: Google Doc ____ Email to Student ____					

Residence Life Signature _____ **Date** _____