Residence Life

Release from Housing Application/Contract

For students already bound by the residential license

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.

☐ **I understand that some of my Financial Aid may require living on campus and I understand that it is my responsibility to confirm with the Office of Financial Aid to see if this is the case for me and understand that if approved for release I will lose this financial aid.**

_____

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** _____

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