

Early Release Request from the Annual Housing Agreement

Student Information			
Name (Last, First)			
Student ID Number		Phone Number	
Class Standing			
Residence Hall		Room	
Home Address			
Semester / Year Cancelling	<input type="checkbox"/> Fall / _____	<input type="checkbox"/> Spring / _____	

Reason For Request
Please mark the reason(s) for your request. Please include any supplemental or explanatory information with this application.
<ul style="list-style-type: none"> <input type="radio"/> Change In Financial Status <input type="radio"/> Medical Concerns That Cannot Be Addressed By Housing Options <input type="radio"/> Student Teaching Outside A Commutable Distance <input type="radio"/> Required/Credited Internship Outside A Commutable Distance <input type="radio"/> Transferring / Withdrawing (Please include details i.e. reasons for leaving and to which school below)* <input type="radio"/> Study Abroad / Exchange Student <input type="radio"/> Graduating <input type="radio"/> I'm a new student and changed my mind before claiming my room <input type="radio"/> Other Reason (Please provide a detailed explanation)*
Detailed Explanation:

*Cancellation request will not be approved without sufficient information.

- I understand this request is subject to review and approval by the Office of Residential Life and Housing. An application does not guarantee a release from the housing agreement. The process usually takes about a week, but in some cases may take longer.
- I understand that even if approved, I may not receive a refund for housing and may be financially responsible for the entire cost. The refund schedule is outlined at http://students.adelphi.edu/sa/rh/costs_refund.php and provided by Student Financial Services. Further, if you are considering moving off-campus (commuting) your financial aid status may be impacted. If you receive a grant/scholarship from Adelphi University, it may be reduced because you are no longer residing on campus. You should consult with Student Financial Services so you may be properly advised about your financial aid eligibility in relation to living off-campus.
- I understand that if approved, I am required to vacate my room by the date set by the Office of Residential Life and Housing, providing that I have not already done so.
- I understand that my effective cancellation date is the date that both this agreement is submitted and that I have vacated the room, should the request be granted.
- I understand that if I should desire housing in the future, I must submit an application, deposit and meet the application requirements set forth by the Office of Residential Life and Housing.
- I understand that I remain responsible for all charges associated with the period of my residence (i.e., room damage charges, group billing for floor damages, meal plan costs, etc.).
- I understand that I may be required to provide additional information and possibly meet with a housing administrator to discuss the circumstances surrounding my request.

Signature		Date	
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For Office Use Only	
<input type="radio"/> Release Approved	Date Received
<input type="radio"/> Application Denied (Attach Reason)	
Request Processed By:	Effective Cancellation Date: