



**HOUSING AND
RESIDENCE LIFE**
Student Affairs and Enrollment Services

SETON HALL UNIVERSITY

Release of Housing License Request

This form is to be completed only by those who have accepted a key and moved in to the residence halls.

If you have NOT YET moved in, you must complete a Housing Assignment Cancellation Form.

The Housing License is a year long (2 semester commitment).

DATE: _____ SHU ID : _____
 FNAME: _____ LNAME: _____
 PHONE #: _____ EMAIL: _____
 CLASS: Fr So Jr Sr Gr

GENDER: Male Female

RESIDENCE HALL:
Aquinas Boland Cabrini Neumann
Ora Manor Serra Turrell Manor Xavier
Lewis Hall Seminary St Andrew's Minor Seminary

ROOM: _____

I am requesting to be released for: Fall 20 _____ and / or Spring 20 _____ effective as of (insert date): _____

Primary Reason for request: (select only one)

- | | |
|---|---|
| <input type="checkbox"/> Withdrawal (Copy of University WD Form Required) | <input type="checkbox"/> Transfer(Copy of University WD Form Required) |
| <input type="checkbox"/> Graduation | <input type="checkbox"/> Marriage <input type="checkbox"/> Study Abroad |
| <input type="checkbox"/> Financial | <input type="checkbox"/> Medical <input type="checkbox"/> Disciplinary |
| | <input type="checkbox"/> Visiting Student |
| | <input type="checkbox"/> Other (please explain): |

Student Signature: _____

Date : _____

Completed forms with documentation may be submitted in person to the Housing Office in 68 Duffy Hall or via email to SHUHOUSING@SHU.EDU

*****For Housing Office Use Only *****			
OUTCOME:	<input type="checkbox"/> Granted	<input type="checkbox"/> Denied	<input type="checkbox"/> Appealed
			Email sent: _____

Releases are ONLY granted automatically for withdrawal in good standing from SHU, transfer, graduation or marriage.

All other reasons require appropriate and thorough documentation to support and substantiate need for release. Failure to provide or submission of inadequate documentation will result in denial of request.

By signing and submitting this form, I understand that when I signed my Housing License, I committed to a full year and that this is a request and release is not automatically granted. I will wait for proper notification of release before I check out and hand in keys at my residence hall. If I fail to do so, I acknowledge I am aware I may be held financially accountable for the remainder of the license.

A response to this request will be sent to your SHU email account. Please check your account daily for further instructions.