Department of Residential Life Housing Release Application

Name: _________________________________  Univ. ID#: __________________  Cell Phone #: ____________________

Quad: __________________   Hall: ________________________  Semester applying for a release: ________________

Your Residence License is binding for the FULL academic year. Once you receive your room keys, you are bound to the License. Please note the following criteria to qualify for a release.

[ ] **Withdrawal / Transfer from the University.** Your first step would be to go to the Office of Withdrawal and Re-Entry (LC 30) to fill out the withdrawal form. Once filled out, you must bring a copy to the Department of Residential Life. You must also complete a **Release Application** from residence. Once completed, a copy with approval will be given to you to provide to the quad in which you are moving out of. For a regular (non-medical) refund, you will be refunded a weekly rate up to eight weeks. After eight weeks, there will be no refund. For a medical withdrawal, or a withdrawal beyond your control, you may apply for a weekly rate refund beyond the eight weeks by providing documentation to support this claim.

[ ] **Foreign Exchange Student.** Foreign exchange students are only accepted for one semester and released from the housing license after that.

[ ] **Study Abroad.** Provide the Department of Residential Life with a copy of your acceptance letter to study abroad. Complete this form, the **Release Application**, and take a copy of the approved Release Application to your living area office when you return your keys and check out.

[ ] **Medical.** All medical requests must be submitted to the Health Center at least four weeks prior to the beginning of the following semester in order to allow time for the gathering of all information. The institution rarely grants medical releases, so please plan accordingly. Please email (healthforms@albany.edu) Student Health Services directly with inquiries, or visit their website http://www.albany.edu/health_center/medhousingreq.shtml for specific information on medically based Housing requests including the specific medical information which will be required. Student Health Services makes final decisions on medical housing releases. Once approved, you must also fill out this form, the **Release Application**.

[ ] **Academic Dismissal.** Provide a copy of your academic dismissal letter and also fill out this form, the **Release Application.** Take a copy of the approved Release Application to your living area office when you return your keys and check out.

[ ] **Internship.** (must be at least 50 miles away from the University to qualify for a release.) Must fill out a **Release Application.** Take a copy of the approved Release Application to your living area office when you return your keys and check out.

[ ] **Graduation.** (Fall Semester only) Complete this form, the **Release Application** indicating that you are graduating at the end of the semester. Take a copy of the approved Release Application to your living area office when you return your keys and check out. Please note that billing for the Spring semester will go out BEFORE you move out; however, the charges will be taken off of your bill once you move out of your room and turn in your keys. If you live in Empire Commons, a **$400.00** License Termination fee will apply. **** Please note that any material found fraudulent will be dealt with by the Community Standards Office.

Signature: ___________________________________________ Date Signed: ________________________

Permanent Address: ________________________________________________________________

Staff initials: _________________________ Approved: _________ Denied: ____________ Date:_________________________

Form can be emailed to reslife@albany.edu