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 to apply for a release.

[ ] Withdrawal / Transfer from the University. First, fill out a withdrawal form in the Office of Withdrawal and Re-Entry (LC 30) then bring a copy to the Department of Residential Life. Complete a Release Application (this form) with Residential Life. Take a copy of the approved Release Application to your living area office when you return your keys and check out. For a regular (non-medical) refund, you will be refunded a weekly rate of up to eight weeks into the semester. After the eight-week point, 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-week point 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 before the beginning of the following semester 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. If you are approved for a medical release but not withdrawing from the University and live in Empire Commons, there is a $400.00 cancelation fee. Take a copy of the approved Release Application to your living area office when you return your keys and check out.

[ ] 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 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.

[ ] 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 cancelation 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: ________________________________