



# Housing Contract Release Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Building/Room Assignment: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Semester Requesting to be Released: ☐ Current Semester ☐ Upcoming Fall 20\_\_\_\_ ☐ Upcoming Spring 20\_\_\_\_Corresponding Class Year: ☐ Freshmen\* ☐ (Rising) Sophomore\* ☐ (Rising) Junior ☐ (Rising) Senior**Please check one of the following:**☐ I will Commute from Off-Campus ☐ I will Commute from Home ☐ I am Studying Abroad (Spring/Fall) \_\_\_\_\_☐ I am Withdrawing from SHU ☐ I am Graduating (Spring/Fall) \_\_\_\_\_ ☐ Other: \_\_\_\_\_

**Please indicate your reasons for leaving the Residence Halls by ranking in order all the factors impacting your decision. Mark 1 for the primary reason, 2 for the second most important reason, etc:**

____ Financial	____ Roommate Conflict
____ Personal (ie. family problems, illness at home)	____ Prefer to Live Off-Campus/Home
____ Homesickness	____ Studying Abroad
____ Condition of Room/Facilities	____ Graduating

Off-Campus Address (Not for Mailing Purposes): \_\_\_\_\_

Student Print: \_\_\_\_\_ Student Signature: \_\_\_\_\_

**Refunds are based on Full Housing Charges and the Date the Housing Release is Requested:** 100% Refund Before the Start of Classes, 80% Refund Before the Start of 2<sup>nd</sup> Week of Classes, 60% Refund Before the Start of 3<sup>rd</sup> Week of Classes, 40% Refund Before the Start of 4<sup>th</sup> Week of Classes, 20% Refund Before the Start of 5<sup>th</sup> Week of Classes, 0% Refund After the Start of 5<sup>th</sup> Week of Classes.

**\* Freshmen/Sophomore Only - Residency Requirement Waiver \***

Pursuant to the current Residence Hall Agreement and the Sacred Heart University Student Handbook, students of the Classes of 2013 and after are required to reside in SHU housing during their first two academic years at the University. This form is the student's official request to be released from the residency requirement and to become a commuter for the respective semester(s).

Freshman/Sophomore Students wishing to live as a commuter must meet the following criteria:

- Residing full-time at the student's permanent and/or home address.
- A parent or legal guardian must be residing at the same address.
- This residential location is no greater than 35 miles away from Sacred Heart's Fairfield campus.

I attest that I live at the address below on a full-time basis, with my legal guardians. After submitting my request, a Residential Life staff member may contact me about the official change in status; an in-person appointment may be necessary to complete the request. If the residency requirement is waived, I am responsible for any changes in financial aid, parking, and meal plan. If it is discovered that the student is not residing at home or that the student is residing at another off-campus location that is not the above listed home address, the student will be billed for the full cost of University housing and commensurate meal plan for the semester(s) that the waiver was requested. I understand that the University's Student Code of Conduct still applies to all students living in off-campus, non-SHU properties.

By signing below, I verify that the above student is my dependent and resides full-time at the home address listed above. I understand that I may be contacted by University officials to confirm this. If it is discovered that the student is not residing at home or that the student is residing at another off-campus location that is not the above listed home address, the student will be billed for the full cost of University housing and commensurate meal plan for the semester(s) that the waiver was requested.

Home Address: \_\_\_\_\_

Parent/Guardian Print: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Residential Life Office Use:**☐ Housing Director \_\_\_\_\_ ☐ Book \_\_\_\_\_