

# Request to be Released from Campus Residency Obligation

Name \_\_\_\_\_ Student ID# \_\_\_\_\_

On-Campus Address \_\_\_\_\_ Email \_\_\_\_\_

Cell Phone Number \_\_\_\_\_

Permanent Home Address (City, State, Zip) \_\_\_\_\_

Semester and Year that you began living on campus at SUNY Cobleskill \_\_\_\_\_

In accordance with the *Terms and Conditions of Residence Hall Occupancy*, Section A2, a student and the college have entered into an agreement for room and board for an entire academic year, or any remaining portion thereof. However, there are certain narrowly defined circumstances which permit an exit from this agreement. Below are some of the common reasons that students may wish to exit this agreement and move off-campus. PLEASE NOTE: All incoming students are obligated to a two-year residency requirement. Approved requests will be assessed a \$250.00 agreement termination charge. The deadline for request submission is as follows: December 1 for spring and April 1 for fall.

**Please choose from the following:**

**Moving home to the permanent home address**

Please note that the home address must be within 45 miles of the college.

**Documented medical reasons**

Please note the following:

- A request for medical reasons must include documentation from a medical provider.
- The provider must document the medical condition and clearly articulate how having that condition would prevent you from living on-campus.
- A request with a note from a medical provider simply stating a recommendation that you live off-campus will not be approved.

**Documented financial hardship**

Please note the following:

- You will need to document the change in financial status which occurred since you entered into the agreement to live on campus.
- You will need to include proof that you cannot pay the agreed upon amount and show documentation that the cost of living off-campus is lower than living on-campus. This must include a lease or renter's agreement or information from your potential landlord outlining the cost of the off-campus location and what is included in the agreement.
- A comparison between living off-campus and on-campus must address the total costs related to food, rent, heat, cable, phone, electricity, gas and all other costs directly associated with living. This comparison will usually include the presentation of a detailed lease or renter's agreement.
- A request simply stating that you need to move off-campus because of financial hardship without documentation will not be approved.

**Other**

- Please note that all other requests need to be made in writing detailing the circumstances.

**Please attach a summary explaining your request and supporting documentation to this sheet.**

**All responses to release requests will be sent to your campus email address.**

**It is highly recommended that you DO NOT pay for off-campus accommodations that you cannot have refunded to you unless you have been notified by email from the Residential Life Office that you have been released from your housing obligation.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**OFFICE USE ONLY:**

Date Request Received by the Residential Life Office: \_\_\_\_\_ Date of Review: \_\_\_\_\_

Committee Decision: \_\_\_\_\_