



**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"/> Visiting Student                              |
| <input type="checkbox"/> Financial <input type="checkbox"/> Medical <input type="checkbox"/> Disciplinary   | <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](mailto:SHUHOUSING@SHU.EDU)

\*\*\*\*\*For Housing Office Use Only \*\*\*\*\*

OUTCOME: Granted    Denied    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.