



Housing and Residence Life

Date Received: _____

By: _____

REQUEST TO LEAVE UNIVERSITY HOUSING

Name _____ Building & Room # _____

YSU ID# _____

Phone # (where best to reach you) _____ E-Mail address _____

Date requested to be released from University Housing Contract _____

1. CHECK ALL THAT APPLY TO YOU:

A. I am Leaving YSU because I am...

- Graduating
- Transferring
- Withdrawing
- Other (please explain):

B. If my request is granted I will remain enrolled at YSU but will live...

- At home, I plan to commute
- In Beuchner Hall or at University Courtyard
- In a fraternity/sorority house
- In an apartment or house close to campus
- Other (please explain):

2. REASONS FOR ASKING THE HOUSING CONTRACT REVIEW BOARD TO RELEASE YOU FROM YOUR HOUSING CONTRACT*:

- A. _____
- B. _____
- C. _____

* Please state brief reasons here and elaborate as much as possible on the back of this form. You can also submit a typed/written addendum if you prefer.

3. STATEMENT OF UNDERTANDING

I understand that this document is a request to the Housing Contract Review Board to be released from my YSU Housing contract. If my request and (subsequential) appeal is denied by the board that I will remain obligated to abide by the contract.

Student Signature _____

Date _____



Housing and Residence Life

JUSTIFICATION TO LEAVE UNIVERSITY HOUSING

Name _____ Building & Room # _____

4. PLEASE DESCRIBE IN DETAIL THE REASON FOR, OR WHAT HAS CHANGED SINCE YOU SIGNED YOUR HOUSING CONTRACT REQUESTING TO BE RELEASED FROM IT, INCLUDING COPIES OF FORMS OF VERIFICATION THAT WOULD SUBSTANTIATE INFORMATION PERTAINING TO YOUR REQUEST ARE ENCOURAGED AND WELCOME. THANK YOU.

Lined area for providing justification details.

FOR HOUSING & RESIDENCE LIFE OFFICE USE ONLY:
ACTION TAKEN: