### Housing Agreement Release Request

**First Name:**  
**Last Name:**

<table>
<thead>
<tr>
<th>Splash ID#</th>
<th>Building:</th>
<th>Room:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tulane email:</td>
<td>Cell Phone:</td>
<td>Departure Date:</td>
</tr>
</tbody>
</table>

**Reason for Release Request:**
- Commencement
- Study Abroad
- Withdrawal/Leave of Absence
- Residency Exemption
- Other: ___

**Requested Term for Release Request:**
- Fall
- Spring
- Summer

**Additional Documentation, if applicable:**

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**Signing and submitting this form signifies that you have read and understand and agree with all information on this form. I understand that:**

- I am responsible for the terms and conditions of my signed Residence Hall License Agreement.
- I am aware that the Residence Hall License Agreement is binding for the entire academic year.
- By completing and signing this Agreement Release Request, I am stating that:
  - I have read and understood the Agreement Release Guidelines,
  - I wish to have my on-campus housing assignment cancelled, and
  - I wish to be released from my responsibility from my Residence Hall License Agreement.
- I am aware that submitting this request does not guarantee that I will be released from my Residence Hall License Agreement.
  - If my request for release is not approved, a space on-campus will be reserved for me and I will remain responsible for all housing charges.
  - I understand that if I am approved for release, I will be charged in accordance with my Residence Hall License Agreement and am responsible for the associated fees and charges outlined therein.

**Student Signature:**  
**Date:**

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**Office Use Only**

<table>
<thead>
<tr>
<th>Cancel Date:</th>
<th>Check In Date:</th>
<th>Check Out Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prorate Charge: $</td>
<td>Deposit Refund: $</td>
<td>Cancellation Fee: $</td>
</tr>
</tbody>
</table>

**Other notes:**

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27 McAlister Drive, New Orleans, LA 70118 • (504) 865-5724 • housing@tulane.edu
The Residence Hall License Agreement is binding for the entire academic year. This Agreement is strictly adhered to with exceptions made only under special circumstances. Students who wish to request a release may do so by completing the Housing Agreement Release Request form and submitting it to the department of Housing and Residence Life. Submitting a request for a release does not guarantee release nor should acceptance of the request by the department of Housing and Residence Life be construed as a commitment to release.

Residents requesting a Residence Hall License Agreement release must provide written documentation that a significant, uncontrollable, and unforeseen change in circumstance has occurred, since the time the Agreement was signed, which has created a special housing need that cannot be provided by the department of Housing and Residence Life.

**The Process for Requesting a Release**

1. Resident must obtain, complete, and submit a Housing Agreement Release Request to Housing and Residence Life.
2. Depending on the reason for the release request, resident must also provide a written letter outlining the following:
   a. The reason(s) for requesting a Housing Agreement Release Request.
   b. The change in circumstance that prevents you from living in on-campus housing.
   c. How your housing needs cannot be accommodated through on-campus housing.
3. The request will be reviewed by Housing and Residence Life and a decision will be communicated to the resident via Tulane e-mail within 7-10 business days.

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<th>Reason</th>
<th>Documentation Required</th>
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<tr>
<td>Commencement</td>
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<tr>
<td>Withdrawal/Leave of Absence</td>
<td>Completion of the Housing Agreement Release Request Form only</td>
</tr>
<tr>
<td>Residency Exemption</td>
<td>Completion of the Housing Agreement Release Request Form and provide a written letter outlining the reason(s) for requesting a Housing Agreement Release Request, the change in circumstance that prevents you from living in on-campus housing, and how your housing needs cannot be accommodated through on-campus housing.</td>
</tr>
<tr>
<td>Other:</td>
<td>Completion of the Housing Agreement Release Request Form and provide a written letter outlining the reason(s) for requesting a Housing Agreement Release Request, the change in circumstance that prevents you from living in on-campus housing, and how your housing needs cannot be accommodated through on-campus housing.</td>
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