

First Name:	Last Name:	
Splash ID#:	Building:	Room:
Tulane email:	Cell Phone:	Departure Date:

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:

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: _____

Office Use Only

Cancel Date:	Check In Date:	Check Out Date:
Prorate Charge: \$	Deposit Refund: \$	Cancellation Fee: \$
Other notes:		

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.

Reason	Documentation Required
Commencement	Completion of the Housing Agreement Release Request Form only
Study Abroad	Completion of the Housing Agreement Release Request Form only
Withdrawal/Leave of Absence	Completion of the Housing Agreement Release Request Form only
Residency Exemption	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.
Other:	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.