



**REQUEST FOR RELEASE  
FROM 2008-2009 AGREEMENT FOR  
UNIVERSITY-OPERATED HOUSING**

Office of Residence Life  
2130 Fulton Street  
San Francisco, CA 94117-1080  
TEL 415-422-6824  
FAX 415-422-2480  
[www.usfca.edu/residence\\_life](http://www.usfca.edu/residence_life)  
orl@usfca.edu

**Please print (in blue or black ink) or type all requested information.  
Incomplete items may delay our return correspondence.**

Last/Family Name	First Name	Middle Initial	USF ID		
Permanent Address – Number & Street		City	State	Postal Code	Country
Cell Phone #	Date of Birth	Age	Sex	Class Standing	Email (USF)
(If applicable) Residence Hall/Room #	Planned Move-Out Date		Semester for which you are requesting this release		

**RELEASE INFORMATION**

Please check the applicable reason and submit any required documentation. See the reverse for more information.

- University-Operated Housing Unavailable.** Please select this option if you are currently on our wait list for available University housing and would like to remove yourself from it. If you are interested in any future potential vacancies for which you would be qualified, you must resubmit an application online at [www.usfca.edu/residence\\_life/](http://www.usfca.edu/residence_life/).
- Withdrawal/Transfer/Leave of Absence/Graduation/Study Abroad from USF.** Required documentation includes:
  1. A copy of University withdrawal or Leave of Absence form (available from the One Stop Office or online at [www.usfca.edu/acadserv/registrar/forms/index.html](http://www.usfca.edu/acadserv/registrar/forms/index.html)).
  2. If you are not registered for classes and have never been a registered student at USF and plan to attend another school, a copy of your acceptance letter from the school you will be attending.
- Medical (please refer to further instructions under #1 on reverse).** Required documentation includes: Written verification from your personal licensed physician (for medical reasons) or psychiatrist/psychologist (for psychological reasons) stating the reason and rationale for why you cannot live in a residence hall and how living elsewhere mitigates the problem. Letter should include specific details of medical needs and documentation of visits to doctors throughout the academic year and should be on formal letterhead and include the physician's medical license number. A personal letter from the student must also accompany the documentation.
- Change in Finances.** Required documentation includes:
  1. A copy of your financial aid award notification letter for the current academic year;
  2. A personal letter from the student listing the financial changes that have taken place since signing the agreement;
  3. Yours and your parents' most recent tax forms;
  4. Letter of verification from your parents/guardians if a family situation is involved.
- Judicial Sanction/Academic Disqualification**

I certify that the above information is true and correct. I understand that submitting false information in order to be released from the Housing Agreement may subject me to University disciplinary action and immediate denial of my request for release. I also understand that I may file only one request per semester.

\_\_\_\_\_  
Student Signature (required) \_\_\_\_\_ Date

FOR UNIVERSITY OFFICIAL USE ONLY

Room Charge:	Board Charge:	Explanation:	Initials      Date	
Approved Denied Pending	Date: _____ Signature: _____		Entered DB	
			Banner	
			Final DB	

## Policies & Procedures Regarding Housing Agreement Release Request

### Policies

The Agreement for University Operated housing is binding for the entire length of time to which you agreed. The Office of Residence Life must authorize the release from your contractual responsibilities to the University. The terms of your Application state:

1. All requests for release from this Agreement must be submitted on an Agreement Release Request form provided by the Office of Residence Life. The Director of Residence Life or designee will consider requests for release based on (a) a significant change in finances, (b) severe illness or hospitalization, or (c) leave of absence, transfer, or withdrawal from the University. In most cases, requests submitted during the final four weeks of the semester will not be considered for that semester. Once documentation is complete, Resident will be informed of the result of his or her request in approximately 10 working days. For requests based on medical reasons the documentation provided should detail the length of treatment, causes of medical problems, and number of times you have been seen by a physician for these problems. In addition, the resident may be asked to sign a medical release form so the Director of Residence Life or designee may speak with the medical professional about specific details. The Director of Residence Life or designee may consult with Student Disability Services in order to accommodate your request.
2. If the release is granted, your Bursar account will be credited according to a pro-rated formula for room charges. The date on which all formal room checkout procedures (see "Check-Out Procedures" below) is used to determine the credit applied to your Bursar account. You may submit a written request to the Bursar for a refund on any credit balance remaining on your Bursar account.
3. Residents who withdraw or take a leave of absence from the University must also complete the aforementioned Agreement Release Request. Failure to do so will result in an improper check-out (see "Check-Out Procedures" below). Until notification is given to you that your Housing Contract Release has been approved, you will be held responsible for payments and fees for the entire term of the Agreement. The act of vacating your room does **not** constitute a release from your contractual obligations.
4. Only one release request will be permitted per semester.

### Procedures

1. Complete the request (other side of this document) in its entirety. An incomplete request will delay a response.
2. Return the form, either through the mail or in person, to the Office of Residence Life, 140 Phelan Hall, University of San Francisco; San Francisco, CA 94117-1080, or by fax at (415) 422 - 2480. If the request is for a leave of absence or withdrawal from the University you are requested to complete an exit survey, available from your hall staff upon your checkout.
3. You must include documentation with this request. Failure to present this documentation will result in a delay in the review of your request. Present your documentation in a clear, concise, orderly and logical fashion. Be specific. It is imperative that your documentation be thorough.
4. An Office of Residence Life staff member will review your petition within five days of receipt and you will receive a written notice of our decision within ten working days. In some cases where we require additional information, the decision will be postponed pending the receipt of further documentation. If you are not contacted by this office within ten working days, and you do not receive notification of the decision by that time, it is your responsibility to contact the Office of Residence Life for follow-up at (415) 422 - 6824.
5. Students should not make financial commitments for alternate housing arrangements until the decision of the Office of Residence Life has been conveyed in writing. This will avoid financial problems for you.
6. If your request for release is approved, you will need to make an appointment with your Resident Advisor to check out of your room, which includes completion of the Room (or Apartment) Inventory Form. After checking out of the room, you must turn in your key to the front desk of the residence hall and fill out a forwarding address card. Failure to complete appropriate check-out procedures will result in an improper checkout charge, along with any other damage charges, which will be assessed to your Bursar account. Charges posted to the student's Bursar account cannot be adjusted until the check-out process is complete.