

# Request for Release of the Housing and Dining Agreement

Office of Housing and Residence Life

Marywood University

Name \_\_\_\_\_ Date \_\_\_\_\_

Email \_\_\_\_\_ Phone # \_\_\_\_\_

Hall \_\_\_\_\_ Room # \_\_\_\_\_ Requested Effective Date \_\_\_\_\_

Class Year \_\_\_\_\_ I have met the Two-year Residence Requirement: \_\_\_\_\_ Yes \_\_\_\_\_ No

**Please be aware that submission of this request to be released from the Housing and Dining Agreement does not guarantee its approval.** Content in your request will be verified by the Academic Affairs Office and the Registrar's Office. Financial Aid packages can change when a student lives off campus. Please contact the Financial Aid Office for more information.

## Reason(s) for requesting a release from the University Housing and Dining Agreement:

\_\_\_\_\_ Withdrawing from the University

\_\_\_\_\_ Transferring to another University/College

\_\_\_\_\_ Taking a leave of absence

\_\_\_\_\_ Participating in the Semester/Travel Abroad Program

\_\_\_\_\_ Graduating Date \_\_\_\_\_

\_\_\_\_\_ I will be commuting from my parents or guardians permanent address, which is within 45 miles of campus.  
(Please attach a signed letter from your parent or guardian that confirms where you will be living.)

\_\_\_\_\_ Other, please specify: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** The University's Campus Residency Policy makes no provision for financial need as a reason for an exemption or release from the Housing Agreement. Thus, waiver request based upon this premise will not be approved. Students needing financial assistance are advised to discuss their situation with the Financial Aid Office.

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Your signature constitutes that the information provided in this release request is accurate and true. If at any time any time the information presented in this application is found to be inaccurate or misleading, it will result in the room and dining charges being retroactively reinstated on the student's account.

Office Use Only: **Request Is:** \_\_\_\_\_ **Approved** \_\_\_\_\_ **Denied** \_\_\_\_\_ **Other** \_\_\_\_\_

Date Release Approved \_\_\_\_\_ Date Request Denied \_\_\_\_\_