

BUFFALO STATE COLLEGE-HOUSING OFFICE REQUEST TO TERMINATE RESIDENCE HALL LICENSE

Name: _____
 Class Status: FR____/SO____/JR____/SR____/GRAD____
 Campus email: _____
 Residence Hall: _____ Room#: _____

Banner ID#: _____
 Phone#: _____
 Term applying for: Spring _____ Fall _____

Residents, who are graduating, participating in an exchange program, dismissed, withdrawing or transferring from Buffalo State, with appropriate documentation, are eligible for release from their residence hall license. After June 1st, the residence hall license remains in effect for the academic year. As noted in the student handbook, under "Requests for License Termination," all other requests require documentation and will be reviewed by the License Termination Committee. You are responsible to provide all documentation that would be required to state your case. Falsifying information is a violation of the College Code of Rights and Responsibilities.

Buffalo State College requires all students to live on campus until they reach junior status (60 credits). Those exempt from this requirement include married students, single parents, transfer students, veterans, students over the age of 21, and students commuting from the home of their parent(s) or court appointed guardian(s), or if within a 35-mile radius of the Buffalo State College campus. **The above exemptions are only applicable prior to the start of the academic year. Once the student has checked in, or accepted the room keys, they are financially obligated for the room for the term of the housing license, despite having met the exemption qualifications. You are strongly advised not to sign an off-campus lease until you have received written notification that your request was approved.**

The deadline to submit a request to terminate your housing license for the fall or spring semester corresponds to the last day of eligibility for tuition refund as posted on the Student Accounts Office Refund and Financial Liability schedule on their website.

If your request is approved, there may be a **termination fee, plus any related housing charges**, charged to your student account. It is advised that you pay the termination fee immediately to avoid late fees or prevention from college services such as registration or transcript requests. Any applicable charge adjustment will be based on the dated the housing termination request is received in the Housing Office.

The following circumstances require written documentation from the appropriate college office, parent or guardian, or etc. for the review process. Please check all that apply.

Reason(s) for leaving

- Transferring
- Study Abroad
- Student teaching
- Withdrawal from College
- Leave of absence
- Medical leave
- Graduation
- Dismissal from College

Possible examples of supporting documentation

- Acceptance letter from the new institution.
- Letter from National Exchange Office or host institution.
- Letter of acceptance from academic department or school district.
- Copy of approved application for leave of absence/withdrawal from the college.
- Copy of approved application for leave of absence/withdrawal from the college.
- Copy of approved application for leave of absence/withdrawal from the college.
- Copy of graduation application.
- Copy of dismissal letter.

- If approval is granted, residents must officially checkout of their current assignment within 48 hours, unless the request is for the following semester. Keys must be returned. If any of the above conditions change and you remain a full-time student, you are still required to live on-campus.
- If approved, it is your responsibility to contact Bengal Card Office at (716) 878-5152 for any changes to your meal plan.

 Student Signature

 Date

 Central Office Use

 Approved

 Denied

 More Documentation Required

Date_____
 Date_____
 Date_____