



# Residence Life Office Request to Terminate Residence Hall License

Name: \_\_\_\_\_ Banner ID#: \_\_\_\_\_  
 Campus email: \_\_\_\_\_ Phone#: \_\_\_\_\_  
 Residence Hall: \_\_\_\_\_ Room#: \_\_\_\_\_ Term applying for: Spring \_\_\_\_\_ Fall \_\_\_\_\_  
 Class Status: FR \_\_\_\_\_/SO \_\_\_\_\_/JR \_\_\_\_\_/SR \_\_\_\_\_/GRAD \_\_\_\_\_

Buffalo State College requires all students to live on campus until they reach junior status (60 credits) or have lived on campus for four semesters. 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) if within a 35-mile radius of the Buffalo State College campus. The home address must be the original address stated on your college application. If your family has relocated, your parent or guardian must submit a notarized letter stating the new address. The Residence Hall License is active for an entire academic year once signed by the student. **After a student has accepted room keys they are financially obligated for the room for the academic year despite having met the exemption qualifications.** As noted in the student handbook, under "Requests for License Termination," all other requests require documentation and will be reviewed by the Assistant Director. 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.

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.

### Termination Fees/ Housing Charges:

- Request submitted before June 1<sup>st</sup>: no fee
- Request submitted before August 1<sup>st</sup>: \$200 fee & loss of \$125 housing deposit
- Request submitted after August 1<sup>st</sup> through end of the academic year: \$300 fee & loss of \$125 housing deposit
- Request submitted after Check In: \$300 termination fee, loss of \$125 housing deposit and daily housing charges from the start of the semester to when the request is submitted

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
- \_\_\_\_\_ Other

### 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 withdrawal from the college.
- Copy of approved application for leave of absence from the college.
- Copy of approved application for leave of absence from the college.
- Copy of graduation application.
- Copy of dismissal letter.
- Provide supporting documentation as needed

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

### Office Use Only

More Documentation Required \_\_\_\_\_

Approved \_\_\_\_\_

Denied \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_