APPLICATION FOR HOUSING CONTRACT RELEASE

Administrative Services • Division of Student Affairs
1900 W. Olney Ave. • Philadelphia, PA 19141-1199 • (215) 951-1370 • FAX (215) 951-5126

LASALLE UNIVERSITY

Once a housing assignment is selected or made, La Salle University housing and food service contracts are binding for the entire academic year, fall and spring semesters. The Housing Services Coordinator can grant release from financial obligation for room and board when this form is submitted **and one of the following conditions exists:**

1) Leave of absence or Withdrawal from the University.
2) Financial Hardship
3) Full-time internship or job co-op that requires off-campus housing.
4) Graduation from the University.
5) Marriage.

Only print and return the first page.

For clarification or questions, please call 215-951-1370

To view the **Occupancy Agreement** in its entirety and ***any applicable early termination fees,*** please refer to the second page of this document or visit the following website: **studentaffairs.lasalle.edu/housingselection/**

If approved after having moved in, the student must contact his/her Resident Coordinator in order to arrange for proper checkout and room condition assessment and inventory. A fee will be charged for failure to checkout properly. If applicable, a $50 fee will be charged for key replacement.

PLEASE PRINT

1. Name: _____ ID#: _____
2. Class Status: ☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior ☐ Graduate
3. Housing Assignment: _____ (*The assignment from which you wish to withdraw*)
4. Permanent Address: _____ Cell Phone #: _____

   _____ Permanent Phone #: _____
5. Requested Check-out/Withdraw Date: _____
6. Select Reason for Withdrawal (additional information and any supporting documentation should be attached):

   ☐ Withdrawal from University ☐ Graduation
   ☐ Financial Hardship ☐ Marriage
   ☐ Co-op, Internship, or Student Teaching ☐ Change to Evening Student
   ☐ Reduction to Part-time Status ☐ Other (please explain)

_____

_____

NOTE: If there is an extraordinary financial hardship as the basis of a request for contract release, these circumstances must be documented and reviewed by the University's Student Financial Services office, which will consult with the Housing Services Associate prior to the consideration of this application. **If a contract release is approved, a parent/guardian letter of documentation that the student will reside and commute from his/her home residence will also be required.**

STUDENT SIGNATURE _____ DATE _____

FOR OFFICIAL OFFICE USE ONLY

(Housing Services Associate): **Approved**: Yes ☐ No ☐

Date Received:

Effective Date:

New Off-Campus Address:

Parent/Guardian Letter Received ☐

Reviewed Financial Aid ☐

Forfeit Housing Deposit ☐

% Room Rate Owed _____%

Additional Instructions: