On Campus Housing Application for Early Release

1. All students not returning to campus housing should fill out an application for early release including those students who:
   - Graduate, withdraw or leave UB
   - Have academic commitments taking them out of the area
   - Have medical/financial issues

2. A request for early release from your residence hall or complex agreement will be considered if serious circumstances beyond your control have developed since making this commitment. A major change in health or financial circumstances must be documented and confirmed by our Student Health Center, Counseling Center or Financial Aid official.

   Our first obligation is to assist you in resolving your problem within the residence hall/complex system. A room or residence hall/complex change will first be considered to resolve health or interpersonal problems. A job recommendation may be offered to assist with financial difficulties.

3. Your application will be processed after FULL documentation of the situation and efforts made to resolve the problem are presented. Please attach a copy of appropriate documentation to your application and submit to your Hall Director/Complex Director.

For students requesting a contract break for the end of the Fall semester:

Your application will be evaluated by your Residence Hall or Complex Director and Area Director, and then forwarded to the Housing Operations Office for review. You should receive notification from the Assistant Director of Housing Operations regarding a decision, in approximately 3 - 4 weeks.

University Apartments and Residence Halls:

   Applications submitted before November 1: If a release is granted for non-academic reasons, a $300 early release charge will be assessed on your student account. Students who are graduating, studying abroad, etc. will not be charged an early release charge.

   Applications submitted after November 1: All approved requests submitted after November 1, regardless of reason, will incur a $450.00 early release charge.

For students requesting a contract break immediately:

An Early Release will only be granted immediately in rare circumstances such as withdraw from the University. In these rare cases, the application will be evaluated by the Hall/Apartment staff and then forwarded to the Housing Operations Office for approval. Notification will be sent via email from the Assistant Director of Housing Operations regarding a decision, as soon as it is reviewed.

All students approved for immediate release of their contract will have their current semesters housing charges refunded in accordance to the University’s tuition and fee refund schedule. In addition, approved immediate early releases will incur a $450 early release charge (regardless of the date the Application was submitted). Additional rental charges may be incurred for late apartment releases.

Submission of this form does not guarantee approval of release. See your Hall Director/Complex Director with questions.

Please DO NOT sign a lease for any other housing accommodation before receiving approval on your application for early release. Your contractual agreement with the University for housing remains in effect until you are officially notified, if granted.
On Campus Housing Application for Early Release

Please return this form to your Residence Hall or Complex Director in your Area Office

Name: ____________________________ Date: __________________

LAST                        FIRST                        M.I.

UB person #: ________________ Sex:                        □ Female  □ Male

Cell Phone: ________________ Email Address: ________________________________

Class Standing (please circle): FR   SO   JR   SR   GRAD   Other

Your current housing assignment: Building/Village: ________________ Room #: __________

Date you would like to move out of your room: ________________________________

Do you have an eligible replacement, should your release request be granted: □ Yes  □ No

Name: ____________________________ Person #: __________________

Proposed Local Mailing Address: _____________________________________________

Street Address

City                     State                  Zip Code

Reason for early release request? (circle one)

Graduation*   Leaving UB*   Financial   Medical   Study Abroad*   Other: __________

*For students graduating or not returning to UB:

• You do not need to respond to any further questions on this application, but must include documentation with your application
• You will not be released from your housing contract as long as you are registered for classes.

As a reminder, early release applications cannot be fully considered unless complete documentation of the situation is presented. Please make sure to attach supporting documentation based on the reasons indicated above.

Office Use Only

Date Form Received: ____________

Key Received: YES  NO

Notes: ________________________________

Student Name (Please Print) ________________________________

Student Signature ____________________________ Date ____________________________
PROSPECTIVE RESIDENT INFORMATION (Apartment Residents only)

Students living in the University Apartments must meet the following requirements:
1. Have graduated high school (or equivalent) in 2013 or before.
2. Be the same sex as the remaining residents residing in the apartment.
3. ARE NOT currently University Apartment residents.
4. Are in good academic and judicial standing with the University and URH&A

All new applicants must submit an application online at www.housing.buffalo.edu/apply no later than November 15. Please note, we do not guarantee placement of prospective residents.

Name: _______________________________ Person #: ________________
Campus Address: ________________________________
Cell Phone: ___________________ E-mail Address: ________________________________
Home Address: ________________________________

Directions: Please respond to the following questions in detail (include separate paper if needed).

Please describe in detail the reason(s) for your early release request:

What efforts have you made to resolve this problem?

Other than release from your residence hall agreement, what alternatives exist to resolve your problem?:

Are you employed?: _______ Hours per week: _______ Employer: ________________________________

PLEASE ATTACH ANY SUPPORTING DOCUMENTATION TO THIS FORM
Residence Hall/Complex Director Section
Date Application Received (from student): ____________________

Is supporting documentation included: Yes No
If no, why?

What, as you understand the situation, is the reason for the contract break?

Fill out the gray area only for those students who are requesting a contract break for reasons other than leaving UB:

What have you or others done to help the student resolve their problem? (University services, room change attempts, recommendations for a job, etc.):

Dates of past meetings, phone conversations, etc. with student:

What alternatives remain for this student?

Area Director Section

Date Application Received (from Hall Director): ____________________

Did you assist with a room change, area change or campus change: Yes No

What is your recommendation? Release from Agreement Deny Request

Area Director Notes:

Area Director Signature Date