

RELEASE OF HOUSING LICENSE REQUEST

Please Print Legibly

DATE: _____ SHU ID #: _____

NAME: _____
LAST, FIRST

PHONE #: _____ CLASS: FR / SO / JR / SR / GR GENDER: M / F

RESIDENCE HALL: _____ ROOM #: _____

I am requesting to be released for: Fall 20____ and / or Spring 20____; effective as of
_____/_____/_____.
Month Day Year

Reason for request:

1. _____ Withdrawal from SHU (A copy of the University Withdrawal Form is required.)
2. _____ Transfer from SHU. (A copy of the University Withdrawal Form is required.)
3. _____ Graduation
4. _____ Marriage
5. _____ Other (*Explanation required. Please use back of this form or attach additional documentation*):

I understand that this is a request and release is not automatically granted. I will wait for proper notification of release before I check out and hand in keys at my residence hall. **A response to this request will be sent to your SHU email account. Please check your account daily for further instructions**

Student Signature Date

***** For Office Use Only *****

____ Granted on _____ / Email sent: _____
Date Date

____ Denied on _____ / Email sent: _____
Date Date

____ Appealed on _____ ____ Granted ____ Denied / Email: _____
Date