**PETITION FOR RELEASE FROM UNIVERSITY HOUSING**

Complete this form to request to be released from your University Housing License.

**NOTE:** Do not submit this form if you are withdrawing from NYU-Poly, taking a leave of absence, participating in a Study Abroad program or if you are graduating in January. If any of the above apply to you, please complete the NYU Housing Cancellation Form with required documentation.

Your signature on the Student Housing Application, submission of a “re-application”, or your acceptance of an assigned space or room key, signifies your agreement to and acceptance of all the terms of the Housing License. The Housing License is a financial commitment for both fall 2013 and spring 2014.

If an extraordinary and unforeseen circumstance exists and all avenues of resolution have been exhausted, a student may file for a petition for release from the housing license. *(Roommate conflicts, finding "preferable" housing, and/or not being assigned to your first choice accommodation are not valid reasons for release.)*

No release will be authorized after October 25, 2013 for fall and March 28, 2014 for spring term.

**CONDITIONS FOR REVIEW:** When submitted, your request must include detailed official documentation supporting the claim, which will be reviewed by a committee. The committee will review your request only if the petition is complete and all required documentation is provided with the petition (phone numbers provided for the committee to contact is not acceptable documentation).

- Your completed petition will be reviewed within 7-10 business days of submission.
- Petitions submitted without documentation will be returned without review.

**DOCUMENTATION:** To be able to provide the most informed response, you are asked to provide a complete set of documents supporting your request. The documentation must validate that:

- The situation has arisen since the submission of your housing application and after the June 14, 2013 or December 13, 2013 (new spring residents only) cancellation deadlines.
- The situation is beyond your control.
- You have exhausted all resources to help resolve this situation.
- The only solution to the situation is cancellation of your housing.

Examples of reviewable documentation:

**Financial**
- Official documents from financial institutions proving income loss, unexpected expense increases (ATM bank statements are insufficient documentation), financial status (tax records of most recent W2 for comparative analysis).
- Letters from employers verifying loss of employment
- Financial Aid letters or bank letters demonstrating denial of aid or loans.

**Medical**
- Letters from personal physicians, therapists or other medical professionals indicating your condition, how long you have been in treatment, why your condition prevents you from living in any University housing.

**Other**
- Official letters from University staff members (Counseling Professionals, Academic Deans/Advisors) and/or documents which indicate resources which support your stated need for release from the license.

**Please Note:** Submitting reviewable documentation does not mean your petition will be approved. Committing to off campus housing prior to petition approval is at your own financial risk.

**IF YOUR PETITION RELEASE REQUEST IS APPROVED:**
- You will be sent a written response indicating the effective date of your release.
- Your release will be effective the first Sunday following the review. The effective date of your release is non-negotiable and cannot be extended.
- Housing credits will be prorated based upon the number of weeks lived in housing up to the effective date of the release, even if you did not check in or you vacated NYU housing before the approved effective date. A cancellation fee of $1000 will be assessed.
- No release or refund will be made retroactively for any period before the effective date of your release.
- You will only be eligible for future University housing through the non-renewable list.

**YOUR PETITION RELEASE REQUEST IS DENIED:**
- You will be contacted to set up an appointment with a staff member of the Office of Residential Life and Housing Services.
- During your meeting, you will receive a written response to your petition release request and be able to ask questions.
- You will continue to be responsible for all housing charges and obligations as defined in the Housing License until the end of the license period even if you checked out of your assigned room.
COMPLETE THIS SECTION IN ITS ENTIRETY – Print Clearly

Name ______________________________ _______________________________  Poly #: __________

Last  First  MI

Current NYU-Poly residence hall assignment:_________________________  Room#: _________  Cell phone: ______________________

☐ Undergraduate:  ____Fr  ____So  ____Jr  ____Sr

☐ Graduate

Address to send petition decision (if different than hall address):

________________________________________________________________________________________

Street  City  State  Zip code

Student Signature: ______________________________ Parent or Guardian Signature: ______________________________

(If under age 18)

Address where you will live if the petition is approved:

________________________________________________________________________________________

Street  City  State  Zip Code

**Briefly** describe what this residence provides and why it differs from what the University can provide:

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

Briefly describe the situation that requires you to move out of University Housing. The explanation must have a chronology indicating when you first became aware of the problem and all steps taken to resolve the problem. Your documentation must support your statement.

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Submit the completed petition and all documentation to the Office of Residential Life and Housing Services

(Do not submit the petition without the required documentation)

101 Johnson St, 1st Floor | Brooklyn, New York 11201 | p: 718.260.4160 | reslife@poly.edu
Student University Resources

Below are some resources the University provides for students in need of assistance. Please utilize these referenced University resources to further assist you with your situation.

**Office of Residential Life and Housing Services**
*Location:* 101 Johnson Street, 1st floor  
*Phone:* 718.260.4160

**Coordinator of Student Advocacy and Compliance**
*Location:* LC 240 (Dibner Building)
*E-mail:* jsimonse@poly.edu

**Office of International Students and Scholars**
*Location:* 230 Dibner Building  
*Phone:* 718-260-3805

**NYU-Poly Counseling and Wellness Services**
*Location:* Suite 232 Dibner Building  
*Hours:* Monday - Friday; 9:00 a.m. - 5:00 p.m

**Student Accounts**
*Location:* 230 Dibner Building  
*Phone:* 718-260-3700

**Financial Aid**
*Location:* 230 Dibner Building  
*Phone:* 718-260-3300