**APPLICATION FOR RELEASE**



**The deadline for submitting the Lease Release Form each quarter is listed below**

To be released from:

Fall 2019 - Application due by: Aug 9th @ 5pm

Winter/Spring 2019 - 2020 - Application due by: Nov 8th @ 5pm

Spring 2020 - Application due by: Feb 21st @5pm

This form must be submitted for review 2 weeks before you wish to be released.

PLEASE COMPLETE THE FOLLOWING INFORMATION:

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **(***Last) (First) (Middle)*

**Student Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Current Assignment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Classification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Current Lease Begin Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Current Lease End Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Requested Departure Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Check the reason for your lease release request:**



 **Graduation/Completion of Degree Requirements** – Must file intention to graduate with

 the University Registrar’s Office.

 **Separation from the University –** Registration status will be verified.

 **Financial** – Must provide documentation verifying an unexpected change that has taken 

 place in your financial status since signing the lease. Documentation must indicate an

 inability to meet financial obligations of the contract as a result of this change.

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

 *(Provide a detailed explanation on the reverse of this page.)*

**Please provide a detailed explanation of your circumstances by answering the questions below. Attach additional pages if necessary.**

1. What has changed in your situation since signing the lease agreement? Please be as specific as possible and provide documentation.
2. How does this affect your ability to continue your obligation to the lease agreement?

By signing below I verify that all information contained in this document is true and accurate.

**SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please return the completed form and all supporting documentation to our office, 227, in WYLY Tower,**

**Approval for off campus must come from the Student Affairs Office located in Keeny 305.**

