RESIDENCY EXEMPTION/AGREEMENT RELEASE REQUEST POLICY

Residential living is a valuable part of a student’s social and educational experience; therefore, first and second year students are required to live in University housing. In cases of extraordinary financial or medical need, requests for exemptions to this requirement will be reviewed on a case-by-case basis. Students granted an exemption must live with a parent or legal guardian.

If you have already signed your housing agreement and later find yourself in a situation that requires it to be considered for cancellation, you must submit your request in writing to the Office of Residence Life.

Written requests for a Residence Exemption or Agreement Release must be received by the following deadlines for consideration:

- April 1st – for release from fall semester housing
- December 1st – for release from spring semester housing
- Students granted a release may be charged a $650 Release Fee.

If the aforementioned criteria (extraordinary financial or medical need) apply to your situation, please submit a Residency Exemption/Agreement Release Request Form in addition to a written statement outlining the reason(s) for your request. Submission of a request does not guarantee approval of a release.

Requests based on housing selection status, roommate circumstances or off-campus availability will not be considered.

Requests and supporting documentation may be mailed, faxed or emailed to:

Kelly Bersett
Associate Director for Housing & Operations
LaFarge Residence Center
5600 City Ave
Philadelphia, PA 19131
Fax: (610)660-1065
Email: kbersett@sju.edu

HOUSING RELEASE COMMITTEE

Requests for release are reviewed by a committee consisting of representation from the Office of Student Records and Financial Services, the University Controller in Financial Affairs, as well as Residence Life. Notification of release decisions will be sent via email within 10 business days of the deadline.
RESIDENCY EXEMPTION/AGREEMENT RELEASE REQUEST FORM

Please complete the following application to supplement your written request for an exemption or release. PLEASE NOTE: Completion of this form does not guarantee approval of a release.

Name: _______________________________          SJU Student ID: ________________

On-Campus Address: ____________________________________________________________

Permanent Address: ____________________________________________________________

________________________________________   (City)   (State)   (Zip Code)

Reason for Request (please select from the following):

☐ Financial Hardship

☐ Medical Need

☐ Other: ____________________________________________________________

Semester(s) for which you are requesting the release (please circle): Fall  Spring  Both

Signature of Student: _________________________________________________________

Date Submitted: _____________________________________________________________

Please submit a statement detailing your exact reason(s) for requesting a release from the Residency Requirement and/or Housing Agreement. Please be sure to supply supporting documentation for your stated reasons. Requests will only be considered with proper documentation.

Supplementary documentation may include:

• Documentation of updated financial status through Student Records & Financial Services
• Letter from physician/medical care provider
• Letter of support from