

Request to TERMINATE *Room and Board Agreement*



BACKGROUND AND INSTRUCTIONS

Students who would like to request to terminate the *Room and Board Agreement* may do so by following the procedures outlined below. The termination request process is not applicable for students who have not signed a *Room and Board Agreement*; the process to *Request for Exemption from College Housing Policy* applies in those cases.

Housing Policy

Oswego State is a residential college and believes that experiencing the College's residential community is an integral component of the Oswego experience. First-year students are required to live in College residence halls for two academic years. Transfer students are required to live in College residence halls for their first year. Exceptions are made for students who:

1. will continue to reside with their parent(s) or legal guardian(s),
2. will continue to reside in their official residence which is separate from that of their parent(s) or legal guardian(s) and at which they have resided for at least three (3) consecutive months prior to acceptance of the admissions offer from the College,
3. are married, or
4. are twenty-one (21) years of age or older as of September 1 for Fall admission or January 1 for Spring admission.

Room and Board Agreements are for the entire academic year (both the Fall and Spring semesters) and the College assumes that acceptance of the offer of admission indicates that the student understands that he/she must meet this residence requirement. Parenthetically, students who enroll with the College in January may count that semester as equal to one full year on campus. The decision to approve or deny a request to terminate your *Room and Board Agreement* will be based upon the sufficiency of the written explanation and supporting documentation you provide.

Instructions

1. Review the table on the reverse side of this sheet which provides information regarding types of requests and necessary documentation for each.
2. Complete and sign the *Request to Terminate Room and Board Agreement* form.
3. Contact the Department of Residence Life and Housing to schedule an appointment with a staff member to discuss the basis of your request.
4. At your scheduled meeting, submit the completed form, along with all supporting documentation.

The staff member who meets with you will render a decision regarding your request at the time of your meeting.

Note: Unless you receive approval of this request, your student status requires compliance with the housing policy. Alternative arrangements for housing, including a lease commitment, will not be considered sufficient reason for approval of this request.

Types of Requests and Required Documentation

JUSTIFICATION	DOCUMENTATION REQUIRED
Commuting from the domicile of parent(s) or guardian(s) within 75 mile radius of campus*	Notarized <i>Verification of Residence with Parent or Legal Guardian</i>
Transferring	Completed and submitted College withdrawal form
Withdrawing **	Completed and submitted College withdrawal form
Graduation	Inclusion on official graduation list
Student Teaching	Verification by School of Education
Study Abroad –	Verification by Office of International Education
Marriage	Marriage certificate (license will not suffice)
Financial	At least \$1,000/semester unmet need verified by the College’s Financial Aid Office that developed <u>after</u> you paid the room reservation deposit and occurred for reasons beyond your control and not as a consequence of either your action, or lack of action, and cannot be met by additional borrowing. Being unaware of your financial aid package at the time you reserved a room is not sufficient reason for termination. Parental contributions calculated by the Financial Aid Office are not optional and must be included in the budget calculation. Students are expected to secure loans to cover expenses of living on campus, if available. The ability to save money by living off campus is not a justification for termination.
Medical	You must provide a complete written description of your condition that includes negative impact of our residential environment upon your condition and a description of your proposed alternate residential environment and its characteristics that will meet your requirements. You must also provide the name and address of your attending physician and a signed information release that permits us to consult with your physician. We will not consider a medical request unless the diagnosis can be supported by appropriate diagnostic tests and that you are <u>currently</u> in treatment with a physician or appropriate health professional. We will verify your medical condition, the impact of the residential environment on that condition and the feasibility of addressing your condition through reassignment to another room and/or residence hall.
Diet	The College’s Residential Dining Services Department’s dietician must indicate Dining Services’ inability to meet your dietary needs. Note: It is assumed that students understand our dining program prior to enrollment; therefore, general dissatisfaction will not be a reason for approval.
Personal	Requests based on personal reasons, such as general dissatisfaction and unhappiness, are normally not approved because they are based upon feelings, etc., which are impossible to measure and therefore do not allow the department to be consistent and fair in the administration of the <i>Room and Board Agreement</i> .

*If you plan to commute to the College from a distance of more than 75 miles (one way), you must provide a plan that is deemed acceptable by the Director of Residence Life and Housing that allows for verification of your regular commute each day you attend your registered classes. An example might be periodic inspection by housing staff of the odometer reading of the vehicle used for the commute, bus ticket receipts, etc.

**If you are readmitted for full-time study at Oswego and are not covered by one of the standard exemptions, you will be required to complete the College residential requirement. Your obligation will be determined by your category (freshman or transfer) at the time of your first enrollment at Oswego.