

## **Request to Terminate Residence Life and Housing License**

*The Residence Life and Housing License* is 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 they must meet this residence requirement. Students who enroll with the College in January, however, may count that semester as equal to one full year on campus. The decision to approve or deny a request to terminate your *Residence Life and Housing License* will be based upon the sufficiency of the written explanation and supporting documentation you provide.

Students who would like to request to terminate the *Residence Life and Housing License* may do so by following the procedures outlined below. The termination request process **is applicable** only to students who have signed the *Residence Life and Housing License* and later decide to request to live off campus; all other students should use the *Request for Exemption from College Housing Policy* form.

### **Housing Policy**

SUNY Oswego 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 SUNY Oswego 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.

Effective fall 2020 recipients of Presidential and/or Destination scholarship(s) are required to live on-campus. Students who move off-campus will forfeit their scholarship(s).

### **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 Residence Life and Housing License* form.
3. Submit the completed form, along with all supporting documentation to the Residence Life and Housing Office, 303 Culkin Hall.

Your materials will be reviewed by the Assistant Vice President for Residence Life and Housing or their designee and you may be scheduled to meet with them to discuss your request. A decision will be rendered 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

<b>Justification</b>	<b>Documentation Required</b>
<b>Commuting</b> from the domicile of parent(s) or legal guardian(s) within 75 mile radius of campus*	Notarized <i>Parent or Legal Guardian Verification</i> section of the <i>Request to Terminate Residence Life and Housing License</i> form.
<b>Diet</b>	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.
<b>Exchange Student</b>	Exchange students are required to live on-campus for the duration of their program.
<b>Financial</b>	At least \$1,000/semester unmet need verified by the College's Financial Aid Office that developed <u>after</u> you signed the <i>Residence Life and Housing License</i> 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.
<b>Graduation</b>	Inclusion on official graduation list
<b>Internship</b>	Verification by the EXCEL office and verification that internship is greater than a 75 mile radius from campus.
<b>Marriage</b>	Marriage certificate (license will not suffice)
<b>Medical</b>	Approval of the <i>Medical Housing Consideration</i> request. Forms are available in the Residence Life and Housing office or online.
<b>Personal</b>	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>Residence Life and Housing License</i> .  Alternative arrangements for housing, including a lease commitment, will not be considered sufficient grounds for approval of this request.
<b>Student Teaching</b>	Verification by School of Education
<b>Study Abroad</b>	Verification by Office of International Education
<b>Transferring</b>	Completed and submitted College withdrawal form
<b>Withdrawing **</b>	Completed and submitted College withdrawal form

\*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 Assistant Vice President for 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.