Request to Release from the 2015-2016 Housing License

Residential students requesting to be released from their University housing contract for spring 2016, must complete the Request To Be Released from University Housing Form on the MyHousing website in the My Forms section. MyHousing is accessible via TUportal. The online form will be available November 2, 2015 to December 18, 2015. Students requesting to be released from their spring 2016 contract must be approved before moving out of the Residence Halls.

Below are important items related to the Release Policy and Procedures for your review:

- Students are required to submit documentation to University Housing & Residential Life as instructed on the release form.
- Students who complete a release form and provide documentation must have these materials reviewed by a University Housing Staff.
- Students will receive confirmation of their release from an Assignments and Billing staff member.
- A student is only considered released from their University housing license with this written confirmation.

Students may be granted a release from University housing for these following reasons:

- Graduation,
- Attendance at a Study Abroad Program,
- Participation in a Full-time Internship,
- Required participation in Government Service, or
- Academic Dismissal

Students who are granted a release from University housing will have their housing and meal plan charges prorated from the start date of the license period through the date of their official check out of University housing. Students will not be assessed an additional release penalty.

Students also may be granted a release from University housing for these following reasons:

- Withdrawing from Temple University
- Transferring to another College or University

These students will have their housing and meal charges pro-rated from the start date of the License period through the date of their official check out of University Housing & Residential Life. Further, these students will be charged an additional $200 release fee.

In the event a students’ request is denied, students are obligated to pay all charges for the spring semester for their housing and meal plan.