



Student Affairs

University Housing and Residential Life

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Request to Release the 2016-2017 Student Housing License

Residential students requesting to be released from their University housing contract for spring 2017, must complete the Request to be released from University Housing Form on the MyHousing website. MyHousing is accessible via TUportal. The online form will be available November 1, 2016 to December 16, 2016. Students requesting to be released from their spring 2017 contract **must be approved before moving out of the Residence Halls.**

Please review the Release Policy

- 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:

- Withdrawing from Temple University (*Approval from school/college required*)
- Transferring to another College or University
- Graduation
- Attendance at a Study Abroad Program (Acceptance letter from Study Abroad program required)
- Participation in a Full-time Internship
- Required participation in Government Service
- The student's death
- Academic Dismissal
- **Extenuating Circumstances.** Students who wish to request a release from housing for extenuating circumstances will need to complete the [Petition for an Excused Release Due to Extenuating Circumstances Form](#). *Extenuating circumstances refer to situations that are beyond a students' control and which inhibit continued enrollment at the University. These circumstances include the following situations:*
 - Serious medical condition
 - Serious family emergencies
 - Other extenuating circumstances

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 who are granted a release from University housing for any other reason 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. Further, these students will be assessed a charge equal to 25% of the total value of the remaining balance of their housing charges for the fall 2016 – spring 2017 as a release fee. Once released, students can continue or change their current mealplan at no additional penalty or cancel their current meal plan and be assessed 25% of the remaining value of their meal plan as a 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.