

# Housing Release Request

Name: \_\_\_\_\_ Banner ID \_\_\_\_\_

Current Assignment: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Permanent Address: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**Identify the appropriate reason for requesting a release from the UNCP Housing Agreement. Please see the central office staff or your Community Director if you have questions or need assistance.**

1. New applicant for fall semester cancelling academic year agreement prior to the July 31 deadline
2. Continuing student cancelling academic year agreement prior to the May 31 deadline
3. Requesting release based on the following reasons:
  - December Graduation
  - Withdrawing from the university during semester
  - Enrolled with fewer than 6 hours
  - Not enrolled next semester (confirmed with Registrar's Office at conclusion of registration)
  - Married (attached certification required)
  - Parent or guardian with custody of children (attached birth certificate or document required)
  - Military Activation (attached DD-214 required)
  - Special situation (attach reason and schedule meeting with Director; this is generally for a situation where a student is needed to return home to reside with a parent or guardian; not for relocate to an off-campus apartment)

The information included in this waiver request is accurate to the best of my knowledge. I am aware that providing false or misleading information will void this request and may result in disciplinary action according to the STUDENT HANDBOOK at the University of North Carolina at Pembroke. I am also aware that submitting this request does not infer a waiver will be granted and that non-compliance with the Housing Application/Agreement will result in administrative action. I also understand that the University reserves the right to assess a fee for breaking my contract if this requested waiver is granted.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

**RETURN THIS REQUEST TO:** Office of Housing and Residence Life  
Belk Hall, Room 119  
University of North Carolina at Pembroke  
Pembroke, NC 28372

A resident requesting to be released from the housing agreement for spring semester must submit this form and be approved by November 30 to receive a refund of the room deposit.

If a resident is released after the semester begins, but prior to mid-semester, the room deposit will be forfeited. If a resident is released after mid-semester, the room deposit (less damage) will be refunded, provided check-out procedures were followed.

## FOR OFFICE USE ONLY

\_\_\_\_\_ Approved

\_\_\_\_\_ Conditional Approval

\_\_\_\_\_ Not Approved

\_\_\_\_\_  
Director of Housing and Residence Life (or designee)

\_\_\_\_\_  
Date

Comments: \_\_\_\_\_