

# SUNY Potsdam

Office of Residence Life, 191 Draime Hall Ext.

To be completed by Student

I am requesting (check one):  Exemption (NOT currently living on campus)

OR

Release (DO currently live on campus).

Student ID # P00 \_\_\_\_\_  
(P #)

Current Class Year: (Fr, Soph, Jr, Sr)  
(by earned credits)

Name \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Last) (First) (MI)

Barrington Box address (if applicable): \_\_\_\_\_ E-mail address \_\_\_\_\_

Home Address \_\_\_\_\_ Home Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
PO Box/Street

\_\_\_\_\_  
City State/Province, ZIP/Postal Code

Please read the guidelines on the reverse of this page carefully as you complete this form. Using the reasons listed on the reverse side, please indicate, by number, which reason applies for an exemption/release from college housing. *Please note, if you are commuting from home, please have your parent/guardian also send a letter stating so.*

Exemption/Release for (circle one/both): Fall 20\_\_\_\_ (year) Spring 20\_\_\_\_ (year)  
Exemption/Release # (on reverse): \_\_\_\_\_ (attached additional pages if needed)

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

**\*Note: If approved for a release, students are subject to a \$250 housing termination fee.\***

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

To be completed by Residence Life

Current Class Year: \_\_\_\_\_ # of semesters on campus: \_\_\_\_\_ Over 21: \_\_\_\_\_

Comments \_\_\_\_\_

Residence Life Decision: Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date: \_\_\_\_\_

Director of Residence Life: \_\_\_\_\_

Refund amount (if applicable): \_\_\_\_\_

## Guidelines Pertaining To SUNY Potsdam's Residency Requirement

The State University guidelines pertaining to campus residency mandate that *“every student in full-time attendance at a state operated unit of the University, other than married or students residing with a parent or parents, shall be required to either live in a dormitory maintained by such unit or to have permission under such provisions as made thereof by the Chief Administrative Officer of such unit to live off campus...”*.

***The Housing License is binding for the full academic year, both fall and spring semesters.***

SUNY Potsdam values the educational experience offered to students living in our Residence Halls. Therefore, all full-time students are required to live on campus unless they qualify for one of the following exemptions:

1. Student lives with their parent(s) or legal guardian(s).
2. Will continue to reside in their official residence (domicile). Domicile shall be defined by the rules pertaining to official residence in the Office of the College Registrar.
3. Student is married.
4. Student is twenty-one years of age prior to September 1 for Fall Admission or January 1 for Spring Admission.
5. Student is a Transfer student.

Current, full time undergraduate students may request to live off-campus by submitting a petition for exemption/release to the Director for Residence Life. In addition to the above, permission will be granted to students who:

6. Entered SUNY Potsdam as first time student, and has lived on campus for 4 consecutive semesters.

Instructions for completing this form:

- Complete the exemption/release request form and return it to the Residence Life Office at SUNY Potsdam. Please note that in filing for an exemption/release, only the above reasons are recognized and will be considered valid.
- Students indicating their desire to commute from home must have a parent or legal guardian submit in writing that their legal residence is within a 60 mile radius of the campus and that you will be residing there.
- If the request is based on something other than the reasons listed above, it is important to give specific evidence by supplying supporting documentation. Students filing for medical reasons must submit the Medical Housing Form. This form is to be completed by your health care provider and returned to the Director Residence Life. This form may be obtained from the Residence Life Office.
- Petitions for exemption must be filed on a yearly basis.

**Please note that filing this form does not grant an automatic exemption/release from campus housing. In addition, an approved housing exemption/release does not release you from the PACES Meal Plan. To be released from the meal plan, please visit the PACES Business Office, Merritt Hall 129 or call (315)267-2658.**

Upon completion bring/send this form to: SUNY Potsdam, Residence Life, 191 Draime Ext., Potsdam, NY 13676. The Residence Life Office will review your petition and you will be notified of the decision in writing.

[www.potsdam.edu/studentlife/ResHalls/index.cfm](http://www.potsdam.edu/studentlife/ResHalls/index.cfm)  
reslife@potsdam.edu