



# SUNY Potsdam Residence Life COVID-19 Housing Release for Fall 2020

## \*\*\* POST OPENING \*\*\*

This release application is for students who decided to live on campus initially but have chosen to leave and go home to learn virtually due to COVID-19 concerns. If approved, students who fill this out and include all required information will be released to live at their legal home address for the Fall 2020 semester only and will gain one semester credited to their on-campus housing semester balance. Students will be charged a \$250 housing termination fee and will be liable for housing charges in accordance with the SUNY Refund Schedule (located in the Housing License) based upon their official checkout date when their room is vacated and their key is returned.

Name: \_\_\_\_\_ P#: \_\_\_\_\_  
Cell Phone: (    ) \_\_\_\_\_ - \_\_\_\_\_ Email Address: \_\_\_\_\_@potsdam.edu  
Student Status (select one):     New First Year Student     New Transfer Student     Returning Student  
Home Address: \_\_\_\_\_

### PLEASE INITIAL NEXT TO EACH SELECTION BELOW

\_\_\_\_\_ I am requesting permission to be released from the housing requirement and to live at home at my legal address as I will be participating in online education for the **Fall 2020 semester** due to COVID-19 and will not be physically in Potsdam.

\_\_\_\_\_ I understand that my parent/guardian must also send a letter or email confirming that I will be remaining at home. This letter will include my name, date of birth, and the physical address of our residence, not a PO box.

\_\_\_\_\_ I am requesting permission to be released from my PACES meal selection as I will be living at home at my legal address and will not be on campus nor physically in Potsdam during the **Fall 2020 semester**.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

RETURN THIS FORM VIA EMAIL TO [RESLIFE@POTSDAM.EDU](mailto:RESLIFE@POTSDAM.EDU)  
FOR QUESTIONS OR CONCERNS, PLEASE EMAIL OR CALL 315-267-2350

FOR OFFICE USE ONLY

DATE RECEIVED \_\_\_\_\_ DATE KEY RETURNED: \_\_\_\_\_

RESIDENCE LIFE SIGNATURE: \_\_\_\_\_

SLARMAP:  SPACMNT:  TSAAREV:  EMAIL CONFIRMATION: \_\_\_\_\_ PACES: \_\_\_\_\_

RG (09/09/2020)