



Exemption / Release Request

SUNY Potsdam Residence Life



STUDENT INFORMATION

Name: _____ P#: _____

Cell Phone: _____ Email Address: _____@potsdam.edu

Class Year (Check One): ☐ First Year ☐ Sophomore ☐ Junior ☐ Senior ☐ Grad Student

Current Building: _____ Room: _____

Home Address: _____
Street City State 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 send a letter stating so, including the street address of the residence.

Exemption/Release for: Fall 20____ (year) Spring 20____ (year)

Exemption/Release Reason (on reverse): _____ (attach additional pages if needed)

Comments: _____

*** Note: If approved for a release, students are subject to a \$400 housing termination fee. ***

Student Signature: _____ Date: ____/____/____

OFFICE USE ONLY:

Date Received: ____/____/____

Received By (print): _____

Current Class Year: _____ # of Semesters on Campus _____ Over 21: Yes No

Residence Life Decision: Approved Denied Date: ____/____/____

Residence Life Signature: _____

Banner: _____

Student Email: _____

Room Released: _____

JM Email: _____

Charge: _____

Spreadsheet: _____

Refund Amount (if applicable): _____ RLHT Yes No

Guidelines Pertaining to SUNY Potsdam's Residence 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) at their official residence (domicile). Domiciles shall be defined by the rules pertaining to official residence in the Office of the College Registrar.
2. Have dependent children living with them (must provide Name, Age, Proof of Guardianship).
3. Student is married (must provide marriage license).
4. Student is twenty-one (21) years of age prior to September 1 for Fall Admission or January 1 for Spring Admission.
5. Student is a Veteran.

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

6. Entered SUNY Potsdam as a first-time student and has live on campus for four (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.
 - If students are submitting for financial reasons, the student must submit the Financial Release/Exemption Application. Submitting this form for financial requests will be rejected.
 - 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 Residence Life Office. This form may be obtained in the Residence Life Office.

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 Extension, Potsdam, NY 13676. The Residence Life Office will review your petition and you will be notified of the decision via email.