



## Student Occupancy Agreement Release Request

Occasionally, a student will, for one reason or another, find it necessary to request a release from their Student Occupancy Agreement. While it is important to remember that the Student Occupancy Agreement is a signed and binding agreement, we also understand that unforeseen situations arise that are unpredictable and create problems and hardships for students. In these cases, we attempt to accommodate the student's request while protecting the interests of the other resident students and the University.

Section 2 of the Student Occupancy Agreement states:

**“The University, upon proof by the student of need to withdraw from the residence halls/student apartments for reasons which are compelling and necessary, i.e., student teaching or internship assignment and living arrangements outside the county, extenuating medical reasons, marriage, or death in the immediate family, may permit residents to withdraw from the residence halls/student apartments and meal plan, if applicable. In all such cases a “Request for Release from Occupancy Agreement” must be submitted to the Associate Director of Housing and Dining Administration. Requests must be made prior to the beginning of the semester. Any requests granted after the start of the semester will be refunded on a pro-rated basis.”**

*Students found to have made arrangements contrary to those indicated at the time of release from the Student Occupancy Agreement will be subject to University action including judicial proceedings and/or financial obligation and housing charges being returned to your account.*

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Should you choose to submit a Request for Release from Occupancy Agreement, you must do so **in writing** to the Associate Director of Housing and Dining Administration. All Requests must include the following information:

- Specific reason for release request. Please provide as much information as you can.
- Your full name and WCU Student ID number
- Contact address and phone number.
- Residence hall and room number or apartment building, letter designation and bedroom number.
- Documentation supporting your release request. This can include one or all of the following: a letter from parents, doctor's note, financial aid paperwork, note from employer, etc. A signed lease may be requested as documentation in some situations, but by itself is not necessarily documentation of a compelling reason for a release. If you do not know what to provide, submit your request without documentation and you will be asked to provide appropriate documentation upon the review of the request.

Release reasons that are not listed in the Occupancy Agreement will likely require more documentation and independent confirmation, when possible.

### **Please forward this information in a timely manner to:**

Ms. Susan Visoskas  
Associate Director of Housing and Dining Administration  
202 Lawrence Center  
West Chester University  
West Chester PA 19383  
svisoskas@wcupa.edu  
FAX 610 430 5945

Release requests will be processed as quickly as possible. This can take up to 10 business days, provided our office has received sufficient documentation. Please note that some requests may not be processed and will be held for a more appropriate time frame.