



NYU  
**housing**

a division of campus services

383 Lafayette St.  
New York, NY 10003  
212-998-4600 (tel)  
212-995-4099 (fax)  
housing@nyu.edu  
www.nyu.edu/housing

**PETITION FOR RELEASE FROM HOUSING**

Do not submit if:

- You are withdrawing from NYU
- Taking a Leave of Absence
- Participating in a Study Abroad Program
- Graduating in January

If any of the above submit the NYU Housing Cancellation Form with required documentation.

Your signature on the Student Housing Application, submission of a “re-application”, or your acceptance of an assigned space or room key, signifies your agreement to and acceptance of all the terms of the Housing License. The Housing License is a financial commitment for both fall 2009 and spring 2010.

If an extraordinary and unforeseen circumstance exists and all avenues of resolution have been exhausted, a student may file for a petition for release from the housing license. (Roommate conflicts, finding “preferable” housing, and/or not being assigned to your first choice accommodation are not valid reasons for release.)

*No release will be authorized after October 29, 2009 for fall and March 18, 2010 for spring term.*

**CONDITIONS FOR REVIEW:** When submitted, your request must include detailed official documentation supporting the claim, which will be reviewed by a committee. The committee will review your request *only* if the petition is complete and *all* required documentation is provided with the petition (phone numbers provided for the committee to contact is not acceptable documentation).

- Your completed petition will be reviewed within 7-10 business days of submission.
- Petitions submitted without documentation will be returned without review.

**DOCUMENTATION:** To be able to provide the most informed response, you are asked to provide a complete set of documents supporting your request. The documentation must validate that:

- 1) The situation has arisen since the submission of your housing application and after the July 17, 2009 or January 8, 2010 (new spring residents only) cancellation deadlines.
- 2) The situation is beyond your control.
- 3) You have exhausted all resources to help resolve this situation.
- 4) The only solution to the situation is cancellation of your housing.

Examples of reviewable documentation:

Financial

- Official documents from financial institutions proving income loss, unexpected expense increases (ATM bank statements are insufficient documentation), financial status (tax records of most recent W2 for comparative analysis).
- Letters from employers verifying loss of employment
- Financial Aid letters or bank letters demonstrating denial of aid or loans.

Medical

- Letters from personal physicians, therapists or other medical professionals indicating your condition, how long you have been in treatment, why your condition prevents you from living in any University housing.

Other

- Official letters from University staff members (Community Development Educators, Counseling Professionals, Academic Deans/Advisors) or other official professionals and/or documents which support your stated need for release from your license.

**Please Note: Submitting reviewable documentation does not mean your petition will be approved.  
Committing to off campus housing prior to petition approval is at your own financial risk.**

**IF APPROVED:**

- You will be sent a written response indicating the effective date of your release.
- Your release will be effective the first Sunday following the review. The effective date of your release is non-negotiable and cannot be extended.
- Housing credits will be prorated based upon the number of weeks lived in housing up to the effective date of the release, even if you did not check into or you vacated NYU housing before the approved effective date.
- A cancellation fee not exceeding the \$1000 housing deposit may be assessed.
- No release or refund will be made retroactively for any period before the effective date of your release.
- You will only be eligible for future University housing through the waitlist.

**IF DENIED:**

- You will be sent a written response indicating the reason your request was denied.
- You will continue to be responsible for all housing charges and obligations as defined in the Housing License until the end of the license period even if you checked out of your assigned room.



## **Student University Resources**

Below are some resources the University provides for students in need of assistance. Please utilize these referenced University resources to further assist you with your situation.

Department of Residential Education  
75 Third Ave; C2 Level  
212-998-4311

Office for International Students and Scholars  
561 LaGuardia Place, 1<sup>st</sup> Floor  
212-998-4720

Office of Public Safety  
14 Washington Place  
212-998-2222

### **Medical**

Wellness Exchange  
726 Broadway, Suite 402  
212-443-9999  
[www.nyu.edu/999](http://www.nyu.edu/999)

Medical Services at Student Health Center  
212-443-1000  
[www.nyu.edu/health](http://www.nyu.edu/health)

Counseling Services  
212-998-4780  
[www.nyu.edu/counseling](http://www.nyu.edu/counseling)

Moses Center for Students with Disabilities  
719 Broadway, 2<sup>nd</sup> Floor  
212-998-4980

### **Financial**

Office of the Bursar  
25 West 4<sup>th</sup> St.  
212-998-2800

Office of Financial Aid  
25 West 4<sup>th</sup> St.  
212-998-4444

New York University Opportunity Programs  
239 Greene St., 8<sup>th</sup> Floor  
212-998-5670