INDIANA TECH
Housing Release Request Form

To help you make the most of your college experience, all freshman and sophomore students are required to live on campus. Students who live on campus are most likely to take full advantage of campus resources, be more involved in campus activities, achieve academic success, and be more satisfied with their overall university experience.

Process for Request

**Step One:** Review housing contract information. Determine if release requirements meet your situation.

**Step Two:** Obtain additional necessary documents. Any form submitted without supporting documentation will not be accepted. Required information is described below.

**Step Three:** Complete and submit request form. Form may be submitted to the associate vice president – student services in the Residence Life Department. Be sure to obtain a copy for your own records.

**Step Four:** Request Approval/Denial. You will be notified by Residence Life within 2 weeks if the release is granted or denied.

*Appeals may be submitted within 2 weeks. Appeals may be submitted on the basis of new information or procedural errors only. If allotted time has passed, you cannot appeal decision.

Reasons for Exemption/Release

1. **Junior or senior standing:** Student has completed over 60 credit hours prior to start of the academic semester. Verification from an advisor or the registrar office must be submitted for proof of change in enrollment status.

2. **Married and residing with spouse within 50 miles of campus:** Student must submit a copy of marriage certificate, as well as proof of address, such as a utility bill, tax statement, or lease agreement.

3. **21 years of age:** Student is 21 years of age prior to the start of the academic term.

4. **Residing with responsible relative within 50 miles of campus:** A responsible relative would include parent, grandparents, or legal guardians. The relative must have established 6 months of residency to qualify. A copy of a state issued identification for the relative showing the address of the residence and a copy of one of the following must be presented: a utility bill, a tax statement, or a lease agreement in the relative’s name.

5. **Veteran of U.S. Armed Forces:** A copy of military credentials must be provided.

6. **Living with fraternity:** Must be an active member of a fraternity recognized by Indiana Tech’s campus, have a 2.0 grade point average and completed second semester of full time enrollment. Proof of membership must be provided.

7. **Financial need:** Need must be verified and documented by Financial Aid Department.

8. **Other:** A meeting must be set with a member of Residence Life to discuss situation and accommodation. Proper documentation will be determined on a case-by-case basis.

Revised 5/23/2013
Name: _________________________________________ Student ID #: __________________

Phone #:__________________ Email: _________________________ Date of Birth: ________

Current Room Assignment: ______________________________________________________

Academic Term for Request:  Fall  Spring  Summer

Reason for Request:

___Junior or Senior Standing  ___21 Years of Age

___Married, living with spouse  ___Residing with a relative*

___Veteran of US Armed Forces  ___Residing in Greek housing**

___Other (Attach Description)  ___Financial Need

*Name of Relative:____________________________ Relationship: ______

Address:________________________________________ Phone #:________________

** Fraternity:____________________________

All documentation requested on reverse must be included to file request. Additional
documentation may be requested. A release from housing is not final until formal approval is
given from the Residence Life Department. The early termination of a housing contract will
result in loss of deposit.

Signature of Student: _________________________________ Date: _____________________

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Office Use Only

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<tr>
<th>Marriage Request</th>
<th>Military Request</th>
<th>Enrollment Request</th>
<th>Fraternity Request</th>
<th>Relative Request</th>
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Finance and Administration:  By: _______________________  Date: ________________

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Residence Life Department:  By: _______________________  Date: ________________

Other/Financial Request

Met with FA?  ☐ Yes  Description Attached?  ☐ Yes  Meeting Set?  ☐ Yes

Date/Time: ________________

Approved______

Declined______