



Office of Residence Life & Off-Campus Housing  
Manhattan:  
Phone: 212-261-1737  
Fax: 212-261-1778  
Email: [housingma@nyit.edu](mailto:housingma@nyit.edu)  
Old Westbury:  
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Email: [housingow@nyit.edu](mailto:housingow@nyit.edu)

## PETITION FOR RELEASE FROM HOUSING

Your signature on the Residence Hall Application and Residential Contract or your acceptance of an assigned space or room key, signifies your agreement to and acceptance of all the terms and conditions of the Residential Contract. The Residential Contract is a financial commitment for both the Fall and Spring Semesters.

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 choice of accommodation are not valid reasons for release.)

Please Note:

- *Submitted petitions will only be reviewed two weeks before the start of a semester and two weeks once the semester has commenced.*
- *Students may only submit one Petition for Release per semester. Therefore, please submit any and all information that needs to be considered for your request.*
- *All decisions are final. There is no appeal process.*

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**CONDITIONS FOR REVIEW:** When submitted, your request must include detailed official documentation supporting the claim, which will be reviewed by the Director of Residence Life and Off-Campus Housing. The Director will review your request *only* if the petition is complete and *all* required documentation is provided with the petition (phone numbers provided for the Director to contact is not acceptable documentation). Your completed petition will be reviewed within the timeline stated above. 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 Residence Hall Application and after the July 1 or January 1 (new Spring Semester 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 NYIT housing.

### Other

- Official letters from NYIT staff members (Residence Life staff, Counseling Professionals, Academic Deans/Advisors) or other official professionals and/or documents which support your stated need for release from your NYIT housing assignment.

**Please Note: Submitting reviewable documentation does not mean your petition will be approved.**

### **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.
- Refunds 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 vacate NYIT housing before the approved effective date.
- No release or refund will be made retroactively for any period before the effective date of your release.

### **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 Residential Contract until the end of the contract period even if you checked out of your assigned room.

## PETITION FOR RELEASE FROM HOUSING

**COMPLETE THIS SECTION IN ITS ENTIRETY - Print Clearly**

Name \_\_\_\_\_ NYIT ID # \_\_\_\_\_

Current NYIT Residence Hall \_\_\_\_\_ Room# \_\_\_\_\_ Cell Phone \_\_\_\_\_

Major \_\_\_\_\_ Level (circle one) Fr So Jr Sr Grad

Address to send petition decision

\_\_\_\_\_  
Street City State Zip Code

Student Signature \_\_\_\_\_

Parent or Guardian Signature \_\_\_\_\_  
(If under age 18)

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Address where you will live if the petition is approved:

\_\_\_\_\_  
Street City State Zip Code

Please submit your typed responses to the following questions on a separate sheet of paper. Remember to thoroughly address all information pertaining to your situation to allow for a since you may submit one petition a semester.

1. Describe what this residence provides and why it differs from what the University can provide?
2. Describe the situation that requires you to move out of NYIT Housing? The explanation must have a chronology indicating when you first became aware of the problem and all steps taken to resolve the problem. Your documentation must support your statement.

**Submit the completed petition and all supporting documentation to:**  
**(Do not submit the petition without the required documentation)**

Office of Residence Life & Off-Campus Housing  
Manhattan Campus  
26 W 61<sup>st</sup> Street, Room 107

**OR** Office of Residence Life & Off-Campus Housing  
Old Westbury Campus  
NYIT Residence Halls at SUNY Old Westbury  
Academic Village, Bolivar Hall Storefront

**OFFICE USE ONLY:**

Cancellation Effective Date: \_\_\_\_\_

Processed By: \_\_\_\_\_

Date Received: