PowerCampus:_____

Roster:_____

Menlo College
Change of Housing Status Request

Name: _____ **Requested date of check out:** _____

Current housing assignment: **Building:** _____ **Room #:** _____ **Campus Extension:** _____

Please read before proceeding: The Menlo College Residence Hall License Agreement ("License") governs Change of Status requests. A student who requests a change of status understands that the License is between the student and the College for one academic year (or portion remaining). Release requests may not be granted under the College residency policy which requires all students who are under the age of 21 to live on campus unless they: 1) are junior or senior status 2) live with an adult relative within 30 miles of the College campus 3) lived on campus for four (4) semesters 4) are 21 years of age or older. A student who requests a change of status further understands that being released from the License, even if they meet the College's requirements, does not absolve them from any of the financial penalties, fees, or room and board costs associated with a change in residence status. A penalty fee as outlined below will be assessed for status changes that are granted (except for reasons of graduation). ***Submission of this form is a request only and does not guarantee a release from housing or return of all or any portion of the deposit.***

Submission Dates	Fine	Submission Dates	Fine
Before July 1	No Penalty	Before December 1	No Penalty
July 1–July 31	$200.00	December 1 -1st day of class – spring semester[1]	$300.00
August 1 – 1st day of class fall semester[1]	$300.00	After 1st day of class[2]	$300.00 + room & board
After 1st day of class[2]	$300.00 + room & board		

[1] After August 1 (for Fall) or December 1 (for Spring), students must submit further documentation to request a release. Reasons to be released after these dates may include, but are not limited to: marriage, medical, or severe financial hardship. Students must submit supporting documentation in order to be considered for a change of status under these or other reasons. No release is guaranteed under any circumstances.

[2] Pro-rated weekly until the 20th day of class. After the 20th day of class, students are liable for the full cost of room and board for that semester.

Reason for Change of Status

- ☐ Withdrawal or Transfer from Menlo College as of _____ (date)
- ☐ Graduation
- ☐ Leave of Absence
- ☐ Medical reasons (health professional letter of support required: Please attach documentation to this form)
- ☐ Other (Financial, marriage, etc; attach a letter of explanation and any supporting documents)[1]

_____ _____

Student Signature **Date**

If you are petitioning to leave housing but remain as a student, please complete the following:

I ☐ will ☐ will not be living with a relative. If living with a relative, indicate name here: _____

Relationship to you: _____ Your age: _____ New phone number: _____

Current Email Address: _____

Please list your address here: _____

Street Address City State Zip

Please list your address that you would like your housing deposit sent to: (Please note that housing deposits will not be mailed until you sign your Room Condition Inventory Sheet upon check-out)

☐ Check box if address is same as above.

Please list your address here: _____

Street Address City State Zip

Financial Aid students must obtain the signature of a Financial Aid Officer: _____

Action: ☐ Approved ☐ Not Approved

Rationale: _____

Return Deposit ☐ Y ☐ N

Credit total: _____

Cancellation fee: _____

_____ _____

Office of Student Life **Date**

Form # RL101 Updated 1/30/07