

# Petition For Release From Housing

**NEW YORK INSTITUTE  
OF TECHNOLOGY**

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:

- Petitions for spring semester may be submitted beginning December 1, and will be reviewed prior to the start of the spring semester. For fall semester, students who have not accepted the room key and cancel prior to the start of the semester should complete the Housing Termination Form.
- 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.

## 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. 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.
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 W-2 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 New York Tech housing.

#### OTHER

- Official letters from New York Tech staff members (residence life staff, counseling professionals, financial aid staff, academic deans/advisors) or other official professionals and/or documents which support your stated need for release from your New York Tech housing assignment.

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

## IF APPROVED

- You will be sent a written response via your New York Tech email address 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 New York Tech 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 via your New York Tech email address 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.

---

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

---

|  |                    |                             |                    |           |           |           |             |
|--|--------------------|-----------------------------|--------------------|-----------|-----------|-----------|-------------|
| <b>Name:</b>                                 | <b>Student ID:</b> | <b>New York Tech email:</b> |                    |           |           |           |             |
| <b>Current New York Tech Residence Hall:</b> |                    | <b>Room #:</b>              | <b>Cell Phone:</b> |           |           |           |             |
| <b>Major:</b>                                |                    | <b>Level (circle one):</b>  | <b>Fr</b>          | <b>So</b> | <b>Jr</b> | <b>Sr</b> | <b>Grad</b> |
| <b>Address to send petition decision:</b>    |                    |                             |                    |           |           |           |             |

---

|        |      |       |          |
|--------|------|-------|----------|
| Street | City | State | Zip Code |
|--------|------|-------|----------|

**Student Signature:** \_\_\_\_\_

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

---

**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 since you may only 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 New York Tech 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: **housingma@nyit.edu**.  
(Do not submit the petition without the required documentation.)

---

**OFFICE USE ONLY:**

---

**Cancellation Effective Date:** \_\_\_\_\_ **Date Received:** \_\_\_\_\_

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

---

**OFFICE OF RESIDENCE LIFE**

---

**MANHATTAN:**

**Phone:** 212.261.1737

**Fax:** 212.261.1778

**Email:** [housingma@nyit.edu](mailto:housingma@nyit.edu)

---