
Name (First & Last)

ID #

Current Building & Room Number

This is a formal request to be released from my housing agreement effective: _____/_____/_____

- I agree to follow proper check-out procedures as established by the Residence Life Office.
- I have read and understand the terms and conditions for withdrawing from residence hall living as outlined in the Housing and Dining Services Agreement.
- I understand commuting to Daemen may impact my Financial Aid package and have reviewed this change with a financial aid counselor before submitting this form.

Please check your reason for withdrawing from housing:

Commute to Daemen

Transferring from Daemen to: _____

Leave of Absence (LOA)

Other: _____

Student Signature

Today's Date

Financial Aid Counselor* or Registrar's Office Signature**

Director of Residence Life Signature

You must have Financial Aid sign if you are a current resident changing your status to commuter, AFTER you have Residence Life's signature **OR*

***You must have the Registrar's Office sign if you are withdrawing/ LOA from the college BEFORE you have Residence Life's signature*

OFFICE USE ONLY | DATE: _____ Keys eRezLife Meal Plan Roster Tracked Emailed

MP 06/2022