

**RUTGERS-NEWARK OFFICE OF HOUSING & RESIDENCE LIFE
INTENT TO VACATE REQUEST FOR SPRING 2025**

All requests, along with any supporting documentation, must be submitted online via email to the Office of Housing & Residence Life by Sunday, December 1st, 2024 by sending to housing@newark.rutgers.edu .

Name: _____ **RUID:** _____

Class Status: ___FR ___SO ___JR ___SR ___ Graduate Student

Hall: ___48 New Street ___Woodward ___University Square ___15 Washington
Room: _____

Contact Phone: (_____) _____ **Email Address:** _____

Home Address: _____

REASON FOR YOUR RELEASE REQUEST:

1. ___ Graduation. (All classes are complete.)
2. ___ Withdrawal from the university, study abroad, or transfer from Rutgers. (Transfer/study abroad please attach a copy of your acceptance letter.)
3. ___ Marriage, pregnancy or recent birth. (Attach supporting documentation.)
4. ___ Loss of University financial aid. (Attach supporting documentation.)
5. ___ Other. (Attach supporting documentation.)

(If you need additional space for comments please include in your email.)

Once reasons 1-4 are verified, Residence Life will automatically release you from your housing contract.

Note: If our office finds out that you have falsified your academic records in an effort to leave housing, you will be charged the remainder of the 2024-2025 Housing Contract. Forms submitted by December 1st, will receive notification of a decision by December 13th, 2024.

➔ What day will you vacate your room? _____

You will need to vacate your room by no later than December 23, 2024 at 12Noon, the last day of the fall semester. You must check out by dropping off your keys in the key drop box.

Signature: _____ Date: _____

For Office Use Only

___OD ___PR ___\$500 Fee