Christopher Newport University
Request for Release from University Housing Guarantee

Last Name	First Name	Student ID	Request Start Term/Year
			❑ Spring 20_____ ❑ Fall 20_____
Email Address		**Phone Number**	**Current Year On-Campus**
			❑ Incoming ❑ Transfer ❑ ___ Year (1st, 2nd, etc.)

*Christopher Newport University undergraduates are expected to live on campus as doing so enhances their opportunities for academic success and engagement with the university community. Christopher Newport **guarantees** university housing for all incoming freshmen for three years. Transfer students are eligible for university housing. Transfer students securing a space will be guaranteed university housing through the completion of their junior year.*

*Students who wish to forgo their guaranteed housing must submit this form and the required documentation necessary for decisions on requests as outlined below. Housing contracts are 9-, 10-, or 12-month terms. **Students may not forgo a portion of a term of contract, mid-year or mid-semester.** Requests will be reviewed monthly and students will be notified of their request status via their official CNU email address.*

I hereby request to forgo my CNU Housing Guarantee to reside off-campus for the reason(s) indicated below. I understand that submission of this form and the appropriate documentation does not guarantee that my request to forgo my three-year residency guarantee will be granted.

I understand that living off-campus will affect my eligibility for most university scholarships, including those for the Honors and President's Leadership Programs. I further understand that my financial aid eligibility may be affected if I forgo my housing guarantee and reside off-campus. It is my responsibility to meet with my financial aid coordinator and verify the impact of my request on any scholarships and my financial aid package.

Student Signature: _____   **Date:** _____

Check	Reason	Required Documentation to be Submitted with this Form
	Location: Student will live with a relative within the approved distance to commute to campus (approximately 25 miles).	Notarized letter from relative confirming relative's address within approved distance and that the student will be living with them.
	Financial: Student has exhausted all financial resources and residing off-campus will enable them to continue their enrollment at Christopher Newport.	Verification letter from the Office of Financial Aid indicating whether the student has demonstrated financial need and confirming that they have discussed any potential financial impacts and options with the student.
	Medical: Student has a diagnosed medical condition (qualified under ADA guidelines) which affects their ability to successfully reside in University Housing AND no alternative reasonable accommodations can be made by the University that allows the student to access University Housing.	1) Extensive documentation from a medical professional, to include testing results and indication of the medical condition/issue (must qualify under the ADA guidelines), the effect of the condition on the student's ability to live successfully in University Housing, and the environment that may mitigate the impact of the condition on the student's ability to live successfully in University Housing. 2) Detailed information regarding the planned off-campus arrangements to include type of facility, location, roommate(s) plan, and special accommodations being met.
	Other: Student has unique life circumstances (e.g. non-traditional college age, marriage, documented religious considerations, etc.)	1) Detailed letter outlining reasoning needed to forgo University Housing Guarantee 2) Relevant information regarding the planned off-campus arrangements as applicable (i.e. religious considerations) 3) Supporting documents such as proof of age, marriage certificate, etc.

Return completed form and required documentation to:

University Housing
Christopher Newport Hall 300
housingadmin@cnu.edu

Revised January 2023