RESIDENT LICENSE AGREEMENT (RLA)
LICENSE RELEASE REQUEST

Student Information:

Student ID # ___________  Last Name ___________________  First Name ___________________

Phone # _________________  CU E-Mail ___________________  Bldg/Room # ________________

Reason for Requesting Release: ______________________________________________________

Semester and Date Anticipated to Check Out: __________________________________________

All License Release Requests **MUST** contain the following three items:

1. Completion of this form
2. A personal letter detailing the reasons you are requesting release from your RLA
3. Documentation from a third party supporting your request. Examples of documentation may include, but are not limited to:
   - Letter from a parent, guardian, health care provider, etc.
   - Correspondence from University records or University personnel
   - Letters of Acceptance from other institutions, programs, etc.

By signing this form, I understand and acknowledge the following:

- I am responsible for providing all necessary information needed to process this request and failure to do so may result in a processing delay.
- I understand submitting a License Release Request does **NOT** guarantee a release and is for the purpose of review only.
- I understand and accept the following, **if I am approved for release from my RLA**:
  * My $500 Housing Reservation Payment will not be refunded as outlined in the RLA.
  * I am responsible for completing the check out process with my Resident Advisor or Resident Director.
  * I will be billed for my room through the date of official check-out from my residence (or through date of License Release approval, whichever is later) AND through the last date of use of my resident meal plan (Randall Dining Commons meals or Panther Bucks), if applicable.

Student Signature: ___________________________________________  Date: ______________________

For Internal Office Use Only

Request Reviewed By: ___________________________  LR Decision & Date:  Approved _____________

                 Denied _______________

Checkout Date: ___________________________  Pending _______________

Notes: _______________________________________________________________________________