

University of Wyoming
Housing & Dining Services
Lease Release Request
For UW Apartments

(River Village, Landmark Village, Spanish Walk, Bison Run Village)

You have signed a lease for an apartment at the University of Wyoming binding and effective through your current lease term. To be released from your Housing & Dining Services Lease, you must meet one of the following criteria:

- You are assigned to a university-sponsored internship program, research project, “PHASE” program, student teaching, student exchange program, or other academic program that requires you to live away from Laramie.
- You are transferring to another Institution.
- You have withdrawn from the University of Wyoming without re-enrolling for the current semester or the next. If you re-enroll during your current lease term, lease charges will be assessed to your student account.
- You are graduating from the University of Wyoming at fall semester. Spring semester graduation does not qualify for release.
- You are being called to “active” Military duty.
- As a faculty/staff member, your employment is terminating.

You must provide supporting documentation. The following guidelines are required. *Failure to occupy an apartment will not result in cancellation of your lease or stop charges to your student account. See lease agreement for additional information.*

- For a university-sponsored program/internship that requires you to live outside of Laramie, provide a letter from the department on letterhead which includes:
 - The nature of the program you are involved in.
 - How long you will be out of town.
 - Where your program occurs and program start date.
 - Any additional supporting documentation for this activity (ie. placement letter for Student Teaching, Internship, or Study Abroad).
 - Release, with appropriate documentation, can only be approved up to two weeks prior to start date of program/internship and will be effective the last day of the month of move-out.
- If you are transferring to another Institution, withdrawing from the University of Wyoming, or are called to active Military duty, provide a letter explaining your situation and:
 - A copy of an acceptance letter or classes registered for at the new institution.
 - A copy of the letter with your Military orders.
 - Release, with appropriate documentation, can only be approved up to two weeks prior to start date of classes/military leave and will be effective the last day of the month of move-out.
- If graduating in the fall, your spring semester enrollment status will be verified prior to processing this request.

***Charges for your apartment continue until a release is granted
and you properly complete the check-out process.***

Please refer to your current lease document for additional lease termination information.

University of Wyoming Housing & Dining Services Lease Release Request

Name

W Number

Date _____

Campus Address

City, State

Zip Code

Permanent Street Address

City, State

Zip Code

Phone (Local/Cell)

Date of Birth

University Email Address

Apartment Complex

Unit Number

Preferred Email Address

Resident is Requesting to Leave:

- ☐ Immediately
- ☐ At Semester

Class Standing: ☐ Freshman

- ☐ Sophomore
☐ Junior
☐ Senior
☐ Graduate/Professional

Reason for Release (check one):

- ☐ Assignment to a University-Sponsored Internship, Student Teaching, or Exchange Program

Please Indicate the Program: _____

- ☐
- Military Duty

- ☐
- Transferring to another Institution
- Name of Institution:*
- _____

- ❑ Withdrawing

- ☐
- Academic Suspension

- ☐ Graduation *Date of Graduation:* _____

- ☐ UW Faculty/Staff Employment Termination *Last Day of Employment:* _____

I have read the material in this document and certify that all the statements made in this lease release request are true, complete, and made in good faith.

Resident Signature

Date

Guardian's Signature (if resident is under the age of 18)

Date _____

In case of release denial, appeal request and supporting documentation must be received by December 1st to be considered prior to the beginning of the spring semester.

Office Use Only

Date Request Received _____

Received by (initials): _____

Date Additional Information Received: _____

Date Request Reviewed _____

Reviewed by (initials): _____

Select One:

☐ Release APPROVED

☐ Release DENIED

Notes: _____
