

Policy and Procedure

Department: Housing and Auxiliary Service	Section # DSL-HAS-H-001
Title: Release from Housing Agreement	Effective Date:
Authored by: Lucas D. Novotny	Approval Date:
Approved by:	Revision Date:
Type: Student Policy	

Purpose: Inform students of the requirements to live on campus, and the process by which a release from one's on-campus housing agreement may occur. (See Housing Agreement on DSL Departmental Policies website).

Scope: This policy and procedure applies to both students wishing to be exempted from compulsory on-campus living during the first two years as a student as well as third- or fourth-year students wishing to cancel pre-existing housing contracts.

Policy: All unmarried undergraduate students from outside the immediate Omaha area as defined by the University are required to live in University residence halls during their first two years at the University.

Only the director or their designee will be able to permit these exemptions or approve cancellations.

Procedure: Requests to be exempted from this requirement, or to cancel the housing and food services agreement must be made in writing to the Senior Director of Housing and Auxiliary Services at living@creighton.edu by July 15 for requests for the upcoming fall semester, or by December 1 for the upcoming spring semester.

Students will be required:

- to give reasoning for the request
- the location where they are living

If a student is given permission to live off-campus:

- they must provide a notarized form verifying their residence off-campus

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Accountability/Follow-up: Signature of release by Senior Director of Housing and Auxiliary Services which will be co-signed by the student requesting release. Any evidence of dishonesty or alternate address not recorded on the notized statement will be subject to follow-up and possible restitution/fine of housing fees.