



## Intent to Vacate – Release While Enrolled Resident Guide

CCU is committed to a comprehensive educational experience that includes a residential component. All degree-seeking, full-time, first- and second-year students who graduated from high school within two calendar years prior to enrolling in Coastal Carolina University are required to live with University Housing and purchase a meal plan (STUD-336). The Intent to Vacate form allows residents to communicate their desire to depart from University Housing while enrolled in classes, and share information that justifies release. All residents who sign the License Agreement, including those not required to live in University Housing, must submit an Intent to Vacate in order to be considered for release.

### Submitting a Request

Complete the Intent to Vacate form in [MyCoastalHome](#). **We caution you not to make any arrangements for alternative housing until you have received a decision.**

The Auxiliary Enterprises Administrative Review Request form includes the below prompts:

- Describe what significant barrier you have encountered and how it is out of your control.
- Describe what aspects of the significant barrier were unforeseeable, since submitting the License Agreement.
- How does your University Housing assignment negatively impact your situation?
- What steps have you taken to resolve the situation?
- What are your alternative living arrangements?
- How will your alternative living arrangements improve your circumstances in a material way University Housing remedies cannot?
- List the documentation you plan to upload in support of the above questions.

Requests concerning a documented disability may be referred to Accessibility and Disability Services for consultation. You may be asked to register with their office and participate in their interactive process before a decision is made. Consult [coastal.edu/disabilityservices](http://coastal.edu/disabilityservices) for more information.

### Review Process

Upon receipt of your Intent to Vacate (while enrolled in classes) form, Housing Assignment Services will review your request and determine whether or not it meets the conditions for release. There are two possible outcomes:

- Concerns can be resolved without release from the License Agreement.
- Decision is made and communicated to resident.

Below are the required conditions for release while enrolled:

- A significant barrier to success has been encountered and is not within the resident's control;
- Unforeseeable circumstances were experienced by the resident following License Agreement submission;
- University Housing assignment negatively impacts a significant barrier or unforeseeable circumstance;
- Alternative living arrangements being sought will improve circumstances in a substantial way University Housing remedies cannot.

Requests in the below categories are ineligible for release and will not be forwarded for administrative review:

- Roommate conflict or disruptive community behavior
- Housing assignment or facilities challenges
- Loss of housing or disciplinary suspension
- Opportunity to save money
- Prefer alternative living arrangements
- Dropping to below full-time status or switching to online classes

You will receive a response in your CCU email typically within a week of receipt of all documentation.

### **Appealing a Decision**

In the event your request is denied, you have the right to appeal to the Auxiliary Enterprises Appeals Board. This appellate board is comprised of student and staff representatives who have the authority to make the final determination for your request. The AUXE Appeals Board may uphold, overturn, or defer a decision based on a need for additional information. **Decisions made by the AUXE Appeals Board are final.**

If your request was denied by Housing Assignment Services and you wish to appeal, email [housing@coastal.edu](mailto:housing@coastal.edu) with the subject "AUXE Appeals Board Review" and message text "I wish to appeal my Intent to Vacate decision to the AUXE Appeals Board." Supporting information not previously shared can be attached to this email as well. You will receive a confirmation email upon receipt. Decisions by the AUXE Appeals Board will be emailed to your CCU account.