

REQUEST FOR CONTRACT/LEASE RELEASE GUIDELINES**Contract release forms can be picked up and returned to your hall business office.**

When you sign a contract you are financially responsible for room and board (where applicable) for the contracted period you chose. **THERE IS NO FALL ONLY CONTRACT.** The apartment contract periods are based on apartment type (9 ½ or 11 ½ months). If you do not know your apartment contract type, contact your hall business office. You may be granted a contract release without financial penalty for those reasons listed in Part I with documented proof. **RELEASES ARE NOT AUTOMATICALLY GRANTED AND MOST LIKELY DENIED IF NOT LISTED IN PART 1.**

Part I-You must fill out the “Request for Contract/Lease Release” Form and provide appropriate documentation.

1. Withdrawal from the University
2. Transfer to another College or University
3. Graduation
4. Marriage
5. Study Abroad/University Sponsored Internship (non-Metro area)
6. Students being called for Active Military Duty

*Note: When a student drops below the minimum requirement to live in University owned housing you are not automatically released. If you are released, subsequent credit loads will be monitored. Thus, you may be held responsible for the balance of the academic year's charges **if you re-register**. Students requesting to move out of the residence halls/apartments to move into a Fraternity or Sorority will **NOT** be granted unless the request meets one of the above release criteria.

Part II-You must fill out the “Request for Contract Lease/Release” Form and provide appropriate documentation.

If the above circumstances do not apply to your situation then you may request a release due to “extenuating circumstances” for the following reasons **only** when the documentation is provided with the “Request for a Contract Release” form(s). Documentation of these reasons alone **does not guarantee release**. Other residence hall/apartment factors may also apply.

- 1) Submit documentation of a substantial demonstrable, non-replaceable loss of support base **after** assuming occupancy in the residence hall/apartment. This may include, but is not limited to circumstances such as:
 - a) Parent's termination of employment (student must include copy of the separation/termination notice).
 - b) Unexpected medical expense **after** assuming occupancy. (must provide documentation)
- 2) Submit documentation that a medical/psychological condition exists that was **non-existent** prior to or exacerbated by your move into University owned/operated housing, and treatment requires that you live off-campus. You must provide a letter from your physician, a licensed social worker, psychologist or medical practitioner that states a diagnosis of your condition with date of onset. **This letter must also state how the University's housing facilities contribute to this condition and that continued residence would be detrimental to your condition.**

Your “Request for Contract Release” forms will be reviewed by the Residence Director (or Business Operations Supervisor in their absence). If all requested information is provided and you are requesting a release for one of the reasons outlined above in part I, your RD will respond to your request. If all requested information is provided and you are requesting a release for one of the reasons outlined above in part II, your form will be reviewed by the RD and forwarded to the Central Housing Office for review by the Assistant Director, Programs and Administrative Services or designee for review. Thereafter, you will be contacted by e-mail to your University email account by the Assistant Director or designee regarding the status of your request. **If you are released, a \$50.00 service fee will be assessed.**

Part III-You must fill out the “Request for Contract Lease/ Release” Form and write a statement.

If you do not meet any of the conditions noted above, you are still free to complete the release request and present your circumstances in a letter. Be sure to include any documentation that you believe will assist your request. All information/documentation provided in support of your request for a Contract release is confidential and all records pertaining to your release will be maintained by Housing & Residential Life.

If your circumstance does not meet any of the conditions outlined above, you may offer to “buy out” your contract/lease. Please contact the Business Operations Supervisor (in your Hall/Apartment Business Office) or your Residence Director about this option and to obtain the appropriate form. Housing & Residential Life must approve the offer.

Under all circumstances you are financially responsible for your residence hall contract or apartment contract until a decision regarding your request has been made. If your request is approved, you will be billed through the date indicated in your letter. **If your request for a release is denied, you are financially responsible for your contract for the balance of the academic year or contract period. Depending on when you apply for release, the decision on your release may be deferred until Housing & Residential Life has an opportunity to review guaranteed release numbers. This often happens in October, November and December. In these situations a final decision may not be made until late December or early January. We recommend that you do not sign another apartment lease until you receive a final decision on your release request. Historically most releases that are not in Part I above are not approved.**