I. Policy

Appeals to be released from the housing contract may be made to the Housing Contract Appeals Committee. A written request stating the reasons for the appeal and accompanying documentation must be submitted to the chairperson of the Housing Contract Appeals Committee. Forms for filing the appeal may be obtained from University Housing at 1520 Devine Street. The Housing Contract Appeals Committee reviews written appeals and delivers its decision in writing. The action taken by the Housing Contract Appeals Committee is final.

A. Release: The housing agreement/contract is issued for the full academic year. The agreement is strictly adhered to with exceptions made only under special circumstances. A request for a release from the agreement does not constitute an automatic release/refund, nor should acceptance of a form be construed as a commitment to release. Essentially, consideration for adjustments or cancellation of the agreement/contract will fall into four categories: withdrawal from school, medical, marriage or in cases of necessity as determined and approved by University Housing Administration or the Contract Appeals Committee. Residents requesting a release without penalty must establish through documentation a change in circumstance creating a special need.

1. Process for Requesting a Release from University Housing

a. Applications for release from the residence hall academic year contract may be obtained from University Housing’s main office located in Patterson Hall at 1520 Devine Street.

b. Applicants must present the application and all necessary documentation to the Director of Administration or designee: Patterson Hall.

c. The Director of Housing Administration or designee and/or the Contract Appeals Committee will review the material.
d. A decision will be rendered and a notice will be forwarded to the applicant by email within 30 days.

e. All applications for release without penalty must be received by November 1 (fall semester) or February 15 (spring semester). Applications for release without penalty will not be accepted after these dates.

B. Necessary Documentation: The following is a list of documentation that must be provided in support of the resident’s application for release without penalty:

a. Marriage (for single undergraduate students only): Submit a copy of the marriage license. The release, if granted, will be approved near the date of the marriage (up to one week prior) when the marriage does not occur between semesters. Primary consideration will be given to those students moving to University married/family student housing. Consideration for off-campus housing will be given only if on-campus married/family housing is not available.

b. Residents who graduate mid-year will need to submit a request for cancellation. These residents will not be billed any cancellation charges provided they properly check out from and vacate their residence hall by the end of the fall housing period.

c. Medical: A complete explanation of medical condition by the treating physician as related to the residence hall living environment must be provided by the applicant.

   1) Complete history of the illness.

   2) Date illness was diagnosed.

   3) Type of treatment prescribed.

   4) Last contact with doctor regarding the illness.

   5) Expected duration of the illness.

   6) In what ways does living in the residence hall contribute to the illness? In addition, a medical form will be forwarded to the applicant’s physician and must be completed and returned by the physician in order for a review to take place. The University reserves the right to request an authorization for the release of medical records under certain circumstances.
d. Financial: Financial reasons for release will only be considered if it can be verified that a significant change in the financial status of a student’s family or background has occurred since the date the student moved into the hall. Examples might include a death of a parent, permanent lay-off of a parent, family bankruptcy, etc. A release will not be granted for a student to move into off-campus housing, fraternity/sorority houses, public private partnership, to secure less expensive housing, to commute from home or live in a recently purchased family property. Documentation to be provided must include: photocopies of federal or state income tax returns, proof of outstanding debt, proof of loss of financial aid including scholarships, loan contracts, verification of income, photocopies of current savings and checking account statements, etc. Parents’ financial statements are required as well if student is a dependent.

e. Off-Campus Academic Program (internships, student teaching assignments, cooperative education assignments, etc.): A letter outlining the duration of the program and the reason why remaining in university housing prohibits or interferes with their participation in the academic program from applicant’s department chair must be provided.

f. Withdrawal from the University: Applicant must submit a room cancellation form. Release will take place following verification of non-enrollment from the University Registrar.

g. Other: For reasons other than those listed above, applicant must be very specific and extensive in his/her explanation. A marriage certificate or birth certificate is sometimes required. In these instances, documents will be photocopied and the original returned to the applicant at the time it is presented. If original documents are attached to the application, they become a part of the university’s permanent records and may not be returned.

C. Confidentiality: University Housing administration will hold all information submitted with the application for release in confidence.

Note: All applications for release without penalty from the single undergraduate contract academic year contract must be submitted by the deadline. Students will not be granted appeals after this date.

D. Other Appeals: Charges issued through processes other than the resident student conduct system may be appealed to the supervisor of the Housing staff member issuing the charge.

II. Reason for Revision
Policy was revised to include a more detailed explanation of the appeals process and to include Family and Graduate Housing.