

Contract Release Request

Arkansas State University - Residence Life

Students will not be released from the binding room and board contract, or refunded any part of the room and board payments, except for the following reasons: *graduation or withdrawal from the university, unanticipated financial hardship, documented medical problems, marriage, student teaching or internship, moving to fraternity house within 72 hours of receiving a bid at the end of a formal rush period.*

Contract release criterion listed below must be satisfied by committee review. (See Room and Board Contract, Terms and Conditions, in XII.)

Please print the following information.

Term requesting release **Fall** **Spring** **Summer, 20**____

Name: _____ ID #: _____

Residence Hall: _____ Room #: _____

Home Mailing Address: _____ State _____ Zip Code _____

Please check the reason for requesting to be released from the housing contract. Also, provide the appropriate documents that support the reason. Consideration of the request will not occur until documentation is presented. A committee will review the request.

| | |
|----------------------------------|------------|
| Graduation | Withdrawal |
| Medical | Marriage |
| Student Teaching | Internship |
| Transfer | Other |
| Unanticipated financial hardship | |

Signature _____ Date: _____

Committee Use Only

Decision:

Release Granted _____ Release Denied _____ Date of Meeting _____

Reasons:

- | | |
|-----------------------------------------------------------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> Contract binding for 20____ - 20____ academic year | <input type="checkbox"/> Need copy of marriage certificate |
| <input type="checkbox"/> Need further documentation of unanticipated financial hardship | <input type="checkbox"/> Need documentation of transfer |
| <input type="checkbox"/> Need further documentation of medical condition | <input type="checkbox"/> Enrolled in classes |
| <input type="checkbox"/> Other | |

Appeal:

Release Granted _____ Release Denied _____ Date of Meeting _____

Reasons: