



SAINT LOUIS UNIVERSITY

HOUSING AND RESIDENCE LIFE

RESIDENTIAL CONTRACT RELEASE REQUEST FORM

Please Note: This is a request to be released from your housing contract. Submission of this request form and supporting documentation does not guarantee approval of the request. You are not released from your contract until you receive written notification from the Department of Housing and Residence Life. You should not enter into any off campus housing or lease unless and until you have been notified that you are released from your current SLU housing contract. Entering into an off campus agreement is not grounds for a contract release and could result in the student incurring the cost of two accommodations.

The housing contract is for the full academic year (fall and spring). Assignments in the Flats at Three Seven Four and in Robert May Hall are for a full year (fall, spring, summer) and are not eligible for contract release. A decision regarding this request will be sent to your SLU e-mail address. If a student wishes to appeal a decision, the appeal must be submitted in writing within five (5) business days of the date of the decision notification. Appeals should be submitted to the Department of Housing and Residence Life.

PLEASE TYPE OR PRINT IN BLACK INK

Name _____ Banner ID _____ Meal Plan _____

Current Building and Room Number _____ Mailbox # _____

Current Class Standing **FR** **SO** **JR** **SR** **GRAD**

Permanent Address _____

Street

Apartment #

City

State

Zip Code

Address at which you would reside if you do not live on campus _____

Street

Apartment #

City

State

Zip Code

E-Mail Address _____ Alternate E-Mail Address _____

Phone Number at which you may be contacted (____) _____ Semester/Term of Cancellation _____

Statement of Reason for Request to be Released from the Contract:

On a separate sheet of paper, please state your exact reason(s) for requesting release from your contract. Your statement should be **clear, concise, factual, and thorough**. Please be sure to **submit supporting documentation** for your stated reason(s) (see below for specific requirements) in addition to your letter. Requests **will only** be considered when proper documentation is supplied.

Required Supporting Documentation: The appropriate documentation is required at the time the application is submitted. Please check the box next to the reason(s) for your request.

- Withdrawal/Transferring:** A student transferring to another university or college must submit documentation that school confirming the student's admission to the institution. The documentation may be a copy of an admissions letter or e-mail. A letter must be on official University letterhead. An e-mail must be from an official institutional e-mail address and must include the name and institutional title of the sender. The documentation must be from the institution's Admissions or Registrar's office or the admitting academic college/department. A student transferring or withdrawing from SLU will not be approved until the student has withdrawn from all classes for the term requested for release. If a student registers or re-registers for classes during the terms of the contract, the student is still obligated to the contract for room, board, and other housing fees. **If a release is approved, the student's University account will be assessed a \$200 cancellation fee.**
- Graduation or Exchange Student:** A student graduating from Saint Louis University or an exchange student whose exchange program is for only one semester of study must submit this request to be released from the contract for the subsequent academic term covered by the contract. If a release is approved, the student's University account will not be billed a \$200 cancellation fee.
- Study Abroad:** **A student who is studying abroad through a Saint Louis University program does not need to submit a Contract Release form.** The Department of Housing and Residence Life will receive a list of students who are confirmed to study abroad and will be contacted via email notifying them about their contract cancellation due to studying abroad. Students will have a deadline to reply to the email if any plans have changed before their contract is cancelled. For students not studying abroad through a Saint Louis University sponsored program, a copy of the acceptance letter to the study abroad program will serve as documentation. If a release is approved, the student's University account will not be billed a \$200 cancellation fee.
- Military Service:** A student who must fulfill military service which necessitate residency away from campus must submit a copy of their military orders. If the student returns to campus during the terms of the contract, the student is still obligated to the contract for room, board, and other housing fees. If a release is approved, the student's University account will not be billed a \$200 cancellation fee.
- Marriage:** A copy of the marriage license must accompany this request. Conditional release may be granted if the marriage is scheduled to take prior to the beginning of the next academic term covered by the housing contract. In this case, the release will become official upon the receipt of a copy of the marriage license. **If a release is approved, the student's University account will be assessed a \$200 cancellation fee.**
- Internship/Practicum:** A student who must fulfill an internship or practicum requirement which necessitates residency away from campus or commuting at least 50 miles from campus more than 50% of the week must provide a copy of the practicum/internship offer indicating the dates of the practicum/internship and confirming the location of the practicum/internship. If a student is released for part of the contract period, they will be obligated for housing for the remainder of the contract period. If a release is approved, the student's University account will not be billed a \$200 cancellation fee.
- Medical/Psychological:** A signed and dated statement from the student's treating physician or therapist is required and must include:
 1. The student's diagnosis
 2. The treatment plan, especially as it relates to the student's housing.
 3. A description of living environment factors/features necessitated by the treatment plan and the rationale for themThe letter must be on office letterhead and must be dated no longer than one month prior to the date the contract release request is submitted. **If a release is approved, the student's University account will be assessed a \$200 cancellation fee.**
- Financial:** The student's financial situation has changed significantly and beyond the student's and family's control since entering into the Housing Contract. Significant change is typically defined as a reduction of approximately 20% or more in family gross income. Students will be encouraged to look at other campus housing options to help reduce their costs. Withdrawal from family contribution (support) is not a criterion to be released from the contract. Supporting documentation includes documents from parents' employers, bank statements, loan

information, and any other financial documentation to support the reason for request. Please also provide the student's University financial aid award letter (available on-line). **If a release is approved, the student's University account will be assessed a \$200 cancellation fee.**

Please Note: If released, the student will be charged for housing until the date the student actually checks out, or the date the petition is approved, whichever is the latter. All students released from the contract regardless of the reason, must check out of the hall following the procedure in the Student Handbook.

I acknowledge that the information provided in the Contract Release Request is accurate. I acknowledge it is my responsibility to review the Housing Contract (available at <http://www.slu.edu/housing/docs/2016-2017-housing-and-meal-contract.pdf>) for the terms of release from the housing contract.

Signature of Student

Date Submitted

Release of Information

I hereby authorize Saint Louis University through its Division of Student Development to release and/or obtain all confidential information to *be used solely for the purpose of providing information for consideration as part of my request to be released from my Housing Contract.* I give Student Development staff my permission to speak with the following people on my behalf without my need for additional consent (check all that apply):

- SLU Faculty and staff
- Healthcare providers (doctors, counselors, psychiatrists, psychologists, etc.)
- Parents
- Others, please specify _____
- I do not want you to contact anyone on my behalf. All correspondence is only to occur with me.

This authorization is only in effect for the duration of the request review and decision process. *In consideration of this authorization, I hereby release the above parties from any legal liability related to the exchange of my information.*

Signature of Student

Date Submitted

SUBMIT THIS FORM TO THE DEPARTMENT OF HOUSING AND RESIDENCE LIFE

DuBourg Hall, Room 157, 221 North Grand Blvd. St Louis, MO 63108

Phone: (314)977-2811 Fax (314) 977-1510 Email: reslife@slu.edu Web: slu.edu/housing