

Application for a Contract Release/Exception Residential Life Office/ Indiana State University

Housing Contract: The Housing Contract is a legal binding contract for the full academic year. Students are cautioned not to sign legal agreements for off-campus housing unless they receive an official release in writing.

Personal Information:

Name: _____
(Last) (First) (Middle)

Student 991#: _____ Date of Birth: _____

Current Hall & Room #: _____ Phone Ext: _____ Cell # _____

Permanent Address: _____
(Street/Box)

(City) (State) (Zip)

(Phone)

Present Classification: FR [] SOPH [] JR [] SR [] GRAD [] Interlink []

Hours Completed _____ Hours in Progress _____ Transfer Hours _____

Procedures:

1. Applications should be submitted to the Residential Life Office along with the required supporting documentation. Requests will not be reviewed without supporting documentation. Submit your form & documentation to: Residential Life Office, Terre Haute, IN 47809 or fax to: (812) 237- 8525.
2. Completed applications are reviewed on a weekly basis. If the student wishes to make an appointment they need to call the Residential Life Office at (812) 237- 3993, once their paperwork has been submitted.
3. The student will be notified of the decision by their ISU email account.
4. Appeals of the committee's decision should be made **in writing within five (5) days** to the Associate Director(s) of Residential Life. Addition documentation will be required to file an appeal and should be provided with the appeal letter.

I would like to request a (please check one):

Contract Release – Have signed a Housing Contract and wants released from said contract. Students should be advised that a contract release is granted only in situations involving extreme or unusual circumstances beyond the student's control, the nature of which would prohibit living in a residence hall or impose a severe hardship.

Housing Exception – The University Housing Policy states that Freshman (student with less than 32 earned academic hours) are required to live in University residence halls unless they live and commute from their parent's home (within 60 miles from campus), or have a valid exception. Students who have lived in University residence halls for 2 semesters are exempt from this requirement. This policy applies to single students.

Please indicate the reason for the Contract Release/Exemption request:

Medical - describe the medical condition in the space allotted on this form and provide supporting documentation. This includes pregnancy, illness in the immediate family or personal illness.

Financial – describe the **significant** financial change that has occurred in the space allotted on this form and provide supporting documentation.

Live-In Employment – must provide proof from employer.

Fraternity/Sorority Officer – provide proof of being an elected officer that is required to live-in (doesn't apply to 1st year students).

Staff Employment Ended: RA, APA, or LPA

Marriage – need proof of marriage.

Military Duty – need copy of orders

Interlink – must have lived on campus for one Interlink term

Release from single Room Contract – list roommate below (contact your Area Director for a room change once you have been released).

New roommate's full name _____ 991 _____

If you have not made arrangements for a new roommate and your request is for financial reasons, please submit documentation to support your financial change since signing a single room contract.

Contract Buyout – This option is only available to students that are exempted from the University Housing Policy. The student can be automatically released from the contract by buying out the remaining portions of the contract. The buyout rate is sixty five percent (65%) of the remaining contract.

Requesting release from Residence Hall Contract for the following term:

Academic Year

Fall Semester

1st Summer Term

Spring Semester

Interlink

2nd Summer Term

Proposed address if exception/release is granted: _____

Date you wish to begin living at this address: _____

Off Campus Expenses (List the following monthly expenses for off-campus living):

Rent \$ _____ Rent Deposit \$ _____ Food \$ _____
Telephone \$ _____ Utilities \$ _____ Utilities Deposit \$ _____
Monthly total (including food) \$ _____

Outstanding Debts:

Please note if you do not have a current Financial Aid application on file and you are requesting a release/exception due to a change in your financial situation, you must complete an additional financial information form available in the Residential Life Office.

Statement of Request: Please state clearly your reasons for requesting a contract exception/release from the Housing Policy. Make sure to attach documentation as required by the instructions, which you feel may support your request. Request will not be reviewed without supporting documentation.

The information provided on and with this request is, to the best of my knowledge, accurate in every detail. With this signature, I authorize release of the appropriate medical and financial information to the Residential Life Office.

Student's Signature)

(Date)