



1. Student Requesting Release (Print all information clearly)

Name	Student ID
Contact Phone Number	Sycamore Email
Current Class Standing	<input type="checkbox"/> Incoming Student <input type="checkbox"/> FR <input type="checkbox"/> SO <input type="checkbox"/> JR <input type="checkbox"/> SR <input type="checkbox"/> GR
Contract Type	<input type="checkbox"/> Residence Halls <input type="checkbox"/> Apartments <input type="checkbox"/> Family Housing
Release Request is for	<input type="checkbox"/> Full Contract <input type="checkbox"/> Meal Plan Only <input type="checkbox"/> Single Buyout Only
Current Housing Assignment	Contract Complete Date
If granted, when would this release begin	<input type="checkbox"/> As soon as possible <input type="checkbox"/> Fall Semester <input type="checkbox"/> Spring Semester

2. Contract Language

The housing and dining services contract submitted to the University is a legally binding contract and creates a financial obligation for the entire contract period. A student is released from that obligation only if the student cancels enrollment with or withdraws from the University. If the contract holder is continuing enrollment at Indiana State University, and wishes to be considered for release from the contractual obligation, this *Housing Contract Release Application Form*, and any supporting documentation, must be submitted for review. Students are advised that a contract release is considered only in certain unique situations, which are outlined below. A desire to experience off-campus living is not a valid reason for a request to be released from a legally binding contract. The Housing and dining services contract is a legally binding contract for the full academic year.

Important Note: You should NOT enter into a legally binding lease, other agreement, or otherwise financially commit to off-campus housing if you have not been released by the Office of Residential Life. If you were to do this you would be under a financial obligation for two different places to live.

3. Reason for Contract Release Request (check all that apply)

<input type="checkbox"/> a. I will be studying abroad/away (attach copy of acceptance letter, final approval granted after class schedule is confirmed)
<input type="checkbox"/> b. I will have student teaching, an internship or other field experience more than 30 miles away from campus that is for credit and/or required for graduation (attach copy <i>acceptance letter</i> , class schedule will be verified)
<input type="checkbox"/> c. I will be doing all online classes (class schedule will be verified)
<input type="checkbox"/> d. I have recently been elected to a live-in required officer position within my fraternity/sorority (Note: this does not apply to first year students) (attach copy of <i>chapter bylaws</i> listing live-in positions and <i>meeting minutes</i> where elected)
<input type="checkbox"/> e. I will be married and will need to live with my spouse (attach copy of state Certified Marriage License)
<input type="checkbox"/> f. I will be a parent and will need to live with my minor child (attach copy of state Birth Certificate)
<input type="checkbox"/> g. I have accepted an employment position that requires me to live on-site at my place of employment (attach employment agreement documentation and tax forms from employer)
<input type="checkbox"/> h. I have military duty obligations (attach copy of official orders)
<input type="checkbox"/> i. I have specific special medical/psychological/psychiatric needs which require special accommodations that cannot be accommodated in University housing (attach ARO accommodations letter)
<input type="checkbox"/> j. There has been an extreme, unanticipated and unpredictable change in my/my family's situation that happened after completing my housing contract and I now have a situation so unique that living off campus is the only way to ensure my continued enrollment at ISU (attach ISU Change in Situation Form)

Date Received

by Res Life:

Received by:

4. Statement of Request

State a detailed explanation of request and rationale for this contract release (attach supporting documentation as necessary)

You may continue on additional pieces of paper, if necessary, and attach those to this form.

5. Student Signature

a. all the information provided is true and correct at the time of application; b. returning this form does not guarantee approval; c. you will be sent a decision to your ISU email account within **30 business days** of the date all information is received; d. each request is considered on a case-by-case basis by reviewing all the information you provide; e. information about submitting an appeal of the initial decision will be sent if the request is denied.

Student's Signature

Date

Contact Residential Life with questions at 812-237-3993 or reslife@indstate.edu

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Initial Review (Office Use Only)

Additional Documentation Requested

Date Reviewed Approved Denied Effective Date at move-out

Rationale

By

Appeal Review (If Needed)

Additional Documentation Requested

Date Reviewed Approved Denied Effective Date at move-out

Rationale

By

Contract Buyout (If Needed)

Date Buyout Requested Buyout Amount \$



1. Student Information (Print all information clearly)

Name	Student ID
Contact Phone Number	Sycamore Email
Approximate Date of Change	Nature of Change <input type="checkbox"/> Temporary <input type="checkbox"/> Permanent

2. Proposed Residence Information

Important Note: You should NOT enter into a legally binding lease, other agreement, or otherwise financially commit to off-campus housing if you have not been released by the Office of Residential Life. If you were to do this you would be under a financial obligation for two different places to live.

Requested Residence Address Street

City	State	ZIP
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Requested Residence Type Parent's Home Student's Home Other

Provide a brief explanation of your proposed residence and details about any roommates you may have.

Your Monthly	Rent \$	Water \$	Natural Gas \$	Electric \$
Estimated Expenses	Phone \$	Internet \$	Transportation \$	Food \$

Have you reviewed the actual lease / agreement for this residence? Yes No N/A

If yes, you should obtain a copy and attach it to this form.

Briefly explain how you arrived at these monthly estimates and, if applicable, any cost sharing you would do with roommates and others. Also, provide details on your plan for transportation to/from campus.
