

**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 for both room and board (meal plan). 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 ID #: _____ Date of Birth: _____

Current Hall & Room #: _____ Cell # _____

Permanent Address: _____
(Street/Box)

(City) (State) (Zip)

(Phone)

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

Hours Completed _____ Hours in Progress _____ Transfer Hours _____

Requesting release from Residence Hall Contract for the following term:

Academic Year 20____ Fall Semester of 20____ InterLink ____
Spring Semester of 20____ 1st Summer Term 20____ 2nd Summer Term 20____

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 , 218 N 6th Street, Terre Haute, IN 47809 or fax to: (812) 237- 8525.
2. Completed applications are reviewed on a rolling 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. Student's account will be adjusted based on amount of time "In Room" *and* meal plan usage at time of move out
5. Appeals of the committee's decision should be made **in writing within five (5) days** to the Executive Director of Residential Life. They can be submitted in person, faxed, or emailed to ResLife@indstate.edu. Additional 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 contract releases are 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. ***Housing Exceptions will not be accepted once the student moves into the residence hall***

Contract Buyout – This option is only available to students who are exempt from the University Housing Policy. The student can request 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. Due to the first year live in requirement, Freshman are not eligible for a contract buyout. ****Buyout requests submitted after October 15th will be subject to 65% of the remaining fall contract, as well as 65% of the spring contract****

Please indicate the reason for the Contract Release/Exemption request: *Please See Back of Form For Acceptable Documentation*

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.

Internship/Student Teaching – must be over 60 miles from ISU, and must provide proof from employer.

Study Abroad- Must provide documentation of acceptance into program

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

Student Staff Employment Ended-

Marriage – need proof of marriage.

Military Duty – need copy of orders

Interlink – must have lived on campus for one Interlink term

Other-_____

Release from single Room Contract – list roommate below (contact your Area Coordinator for a room change once you have been released). **** If you have not arranged 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****

New roommate's full name _____ 991 _____

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:

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)

Acceptable Documentation:

- Medical:** ADA Accommodation form (Required) Statement from Doctor/Medical Provider
 Medical Bills
- Financial:** Copies of Medical Bills Income Tax Documents
 Letter from Employer stating loss of job, or reduction of wages Financial Aid Package Info
- Internship/Student Teaching:** Letter of Acceptance into Internship Letter from supervisor
- Marriage:** Copy of Marriage License (Required)
- Military:** Copy of Official Orders (Required)
- Fraternity/Sorority Officer:** Provide proof of being an elected officer (Minutes from meeting) (Required)
 Copy of bylaws stating the position has a required live in requirement (Required)
- First Year Housing Exemption:** Notarized letter stating that the student will be living with parents/legal guardians within the 60-mile radius as required by the University. (Required)

For Internal Use Only:

Date Received: _____

Initials: _____

Additional Documentation Required: _____

Date Reviewed: _____

Contract Release Approved: _____

Denied: _____

Buyout Approved: _____

Buyout Amount: _____