



REQUEST FOR RELEASE FROM CONTRACT FOR UNIVERSITY HOUSING

For use when a Housing Contract has been signed

Our first obligation is to assist the student in resolving any problems or issues within the residence halls at Ohio Dominican University. Residence Life reserves the right to work with the student to explore other options to resolve issues prior to considering a Contract release. To resolve health or interpersonal problems a room or hall change may be required. To resolve financial issues a discussion with a Financial Aid counselor, a job recommendation, or lower cost housing or meal options will be tried. These will be based on the information provided and **MUST** be done before a Contract release is considered. Other referrals may be made depending on the individual circumstances.

Please DO NOT sign a lease or rental agreement for any other housing accommodations prior to receiving approval on your Request for Release from University Housing. A signed lease or rental agreement is NOT a reason for release. An email will be sent to the University student email account providing notification of the decision within 10 business days. Until notification is given that your Housing Contract Release has been approved, you will be held responsible for the entire term of the Contract. The act of vacating your room does not constitute a release from your contractual obligations.

Submission of the Request for Release form is not a guarantee of approval of release.

ALL requests that are approved that are not considered a withdrawal, Stop Out, or Graduation will be charged a Break of Contract fee that is listed below.

ODU Housing Requirements

At Ohio Dominican, all full-time students are required to live on campus if at the beginning of the academic year if they meet certain criteria. Full-time means 12 credit hours or more during the regular school term.

Students must live on campus if they:

- Have earned less than 60 credit hours or have not lived on campus for four semesters;
- Are not living with a parent/guardian within a 40 mile radius from campus;
- Are receiving athletic aid*

*Athletes receiving athletic aid, and who have lived on campus during the regular academic year for the past eight consecutive semesters, are eligible to live off-campus. Athletes who feel they qualify for this exemption must contact the Office of Residence Life via email: reslife@ohiodominican.edu requesting verification they qualify for the exemption prior to signing a lease or rental agreement.

BREAK OF CONTRACT FEES

Applications submitted prior to July 15th for the coming academic year: If a release is granted for non-academic reasons, a charge of **\$300** will be added to your student account. Students who are graduating, studying abroad, etc. will not be charged a fee.

Applications submitted on or after July 15th for the entire coming academic year: All approved requests will incur a **\$500** fee.

PROCEDURES

Complete the Contract Release Form in its entirety. An incomplete request will not be considered.

Complete and attach the required documentation with the request. Failure to present this documentation will result in a delay in the review of your request. Present your documentation in a clean, concise, orderly, and logical fashion. Be specific. It is imperative that your documentation be thorough.

Return the form and the requested documents through mail or in person to the Office of Residence Life, 145 Erskine Hall, 1216 Sunbury Road, Columbus, OH 43219.

The completed Release request will be reviewed by a committee that includes representatives from various University offices. In some cases additional information may be requested, therefore the decision will be postponed pending the receipt of further documentation.

If your request for release is granted, you will be given instructions via email with the next steps. If the steps are not followed, student may be subject to additional fines or charges.

MEDICAL REQUESTS

Students may be exempted from the residency requirement if they possess compelling and substantial medical reasons that can be verified with appropriate documentation and that the Office of Residence Life is unable to assign housing that accommodates the listed condition. All medical reasons must be substantiated with official documentation from the student's personal physician or therapist including the specific reasons(s) preventing the student from living on campus. The student may be asked to fill out a medical release form if additional information is needed from the healthcare professional.



REQUEST FOR RELEASE FROM CONTRACT FOR UNIVERSITY OPERATED HOUSING

Please print requested information. You must complete all information.

ODU ID#

Last Name

First Name

MI

Home address – Number and Street

City, State, Zip Code

Country

Home Phone #

Student Cell Phone #

ODU email address

Current Hall and Room #

Receiving athletic aid?

Class Standing

Gender

Planned move out date (if approved)

Yes

No

FR

SO

JR

SR

GRAD

Male

Female

Reason for Request

Read all the information on the attached page. Residence Life reserves the right to work with the student to explore other options prior to considering release. Please check all that apply and submit required documentation.

Leave of Absence (Stop Out)/Study Abroad from ODU

1. A copy of University Stop Out form that is provided by the Office of the Registrar.
2. If you are not registered for classes and have never been a registered student at ODU and plan on attending another school, a copy of your acceptance letter from the school you will be attending.
3. Study Abroad must include dates and proof of participation.

Medical – A personal letter from the student MUST also accompany the following documentation. Specific accommodations should be detailed.

1. Physical – Written verification from your personal licensed physician stating the reason and rationale for why you cannot live in a residence hall and how the problem is mitigated by living elsewhere. The letter should include specific details of medical needs and should be on formal letter head and include the physician's medical license number.
2. Psychological Distress – Written verification from your personal psychiatrist / psychologist or University counselor stating the reasons you can no longer live in a residence hall and how the problem is mitigated by living elsewhere. The letter should include specific details of need so Residence Life can remediate concerns.

Change in Finances – All items listed below MUST be included with the Request form.

1. A copy of student's Financial Aid Award Notification for the current year dated within the current month.
2. A letter from the student listing the financial changes that have taken place since signing the Housing Contract.
3. A detailed budget showing your income, resources, and expenses (most recent tax form).
4. A letter of verification from the student's parents/guardians if a family situation is involved.

Athlete Appeals

1. Proof that athlete has met the normal residency requirement as stated on this form.
2. A copy of the letter sent to the athletic coach or the Office of Financial Aid turning down the offered athletic grant (if applicable.)
3. If this is related to a medical injury or need, a letter from licensed physician required.

I certify that the above information is true and correct. I understand that submitting false information in order to obtain a Contract release may subject me to University disciplinary action and immediate denial of my request for release. I also understand that I will be charged a Break of Contract fee according to the timeframe stated above and that I may file only one request per semester. _____ ***I acknowledge that I have not signed a lease/rental agreement elsewhere.***

Student Signature (REQUIRED)

Date

For University Office Use Only		Room & Board charge	Explanation
Approved	<input type="checkbox"/>	Date	
Denied	<input type="checkbox"/>	Signature	
Pending	<input type="checkbox"/>		