



**REQUEST FOR RELEASE
FROM CONTRACT FOR UNIVERSITY OPERATED HOUSING**

Please print or type requested information. You must complete all information.

Last Name		First Name		MI	ODU ID #
Home address (number and street)	City	ST	Zip Code	Country	Home Phone
					Student Cell Phone
Date of Birth	Age	Sex <input type="radio"/> M <input type="radio"/> F	Class Standing	Res Hall/Room #	Planned move out date if approved:

RELEASE INFORMATION

Reason For Request (Please check all that apply and submit required documentation)

- Withdrawal/Transfer/Leave of Absence/Graduation/Study Abroad from ODU**
Required Documentation
1. A copy of University withdrawal or Leave of Absence form (available from the Residence Life Office or online at http://www.ohiodominican.edu/campus_life/student_services/handbook/default.asp)
 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.
- Medical** (*please refer to further instructions on reverse*)
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. Letter should include specific details of medical needs and documentation of visits to doctors through out the academic year and should be on formal letter head and include the physician’s medical license number. A personal letter from the student must also accompany the documentation.
 2. Psychological Distress – Written verification from your personal psychiatrist / psychologist stating the reasons you can no longer live in a residence hall and how the problem is mitigated by living elsewhere. Letter should include documentation of visits to doctors through out the academic year. A personal letter from the student must also accompany the documentation.
- Change in Finances**
Required Documentation (all 4 listed below must be attached).
1. A copy of student’s Financial Aid Award Notification for the current year.
 2. A letter from student listing the financial changes that have taken place since signing the contract.
 3. A detailed budget showing your income, resources, and expenses (most recent tax form).
 4. Letter of verification from the student’s parents/guardians if a family situation is involved.

Semester(s) for which you are requesting a release from your Contract

- Fall Spring Both

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 may file only one request per semester.

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"/>		

Policies and Procedures Regarding Housing Contract Release Requests

Policies

The Contract for University housing is binding for the entire length of time to which you agreed. Release from your contractual responsibilities to the University must be authorized by the Office of Residence Life.

All requests for release from this Contract must be submitted on a Contract Release Request Form provided by the Office of Residence Life. The Director of Residence Life or designee will consider requests for release based on (a) a significant change in finances, (b) severe illness or hospitalization, or (c) leave of absence, transfer, or withdrawal from the University. In most cases, requests submitted during the final four weeks of the semester will not be considered for that semester. Once documentation is complete, Resident will be informed of the result of his or her request in approximately 10 business days via email. For requests based on medical reasons, the documentation provided should detail the length of treatment, causes of medical problems, and number of times you have been seen by a physician for these problems. In addition, the resident may be asked to sign a medical release form so the Director of Residence Life or designee may speak with the medical professional about specific details.

Residents who withdraw, take a leave of absence from the University, or graduate before the end of their Contract must also complete the Contract Release Request. Failure to do so will result in an improper check-out charge.

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.

Procedures

1. Complete the Contract Release Form in its entirety. An incomplete request will delay a response.
2. Return the form either through mail or in person to the Office of Residence Life, 104 Sansbury Hall, 1216 Sunbury Road, Columbus, OH 43219.
3. You must include documentation with this 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.
4. Your petition will be reviewed by an Office of Residence Life staff member and you will receive email notification within 10 business days. In some cases where we require additional information, the decision will be postponed pending the receipt of further documentation.
5. Student should not make financial commitments for alternate housing arrangements until the decision of the Office of Residence Life has been conveyed in writing. This will avoid financial problems for the student.
6. If your request for release is approved, you will need to make an appointment with your Resident Advisor to check out of your room. This includes completion of the Room History form and returning your key. If the check out procedures are not followed, an improper check out fine, along with any other damage charges, will be charged to your Bursar's account.