Residence Hall Contract Release Request Form

Please review the attached Residence Hall Contract Release Policy and Procedure document in its entirety for detailed release guidelines, policy, and procedures. Release from the residence hall contract is subject to review by the Division of Student Success and its partner(s) units of and within Roosevelt University. A student will be notified of the status of their request within (10) ten business days of submitting this form with appropriate documentation. Requests will not be reviewed unless all necessary documentation is attached.

The Residence Hall Housing Contract is binding for the contract period which is the entire academic year (fall and spring semester). This contract is strictly adhered to with exceptions made only under extenuating circumstances. Students who wish to request a release may do so by completing Residence Hall Housing Contract Release Request Form by November 1st.

Date of Request: ____________________________

Student Name: ____________________________  RU ID: ____________________________

Contact Number: ____________________________  RU Email: ____________________________

Current Housing Assignment: Building/Room#: ________________________________

Term from which you request to be released:  Fall 20____  Spring 20____  Summer 20____

Reason for Release Request (check applicable box and attach appropriate documentation):

☐ Called to active military duty (copy of active duty notification required)
☐ Graduation/Program Ended
☐ Studying abroad for RU credit or through an RU program
☐ Medical condition; physical or psychological (documentation from doctor required)
☐ Marriage (copy of marriage license or domestic partnership certificate required)
☐ Parent (copy of child’s birth certificate and/or court-approved guardianship papers required)

For no other reasons besides those listed above would a student be released from their residence hall housing contract and the associated contractual financial obligation.

CONFIRMATION & AUTHORIZATION

My signature confirms my understanding that by completing and signing this Residence Hall Contract Release Request:

• I am stating that I have read and understood the Residence Hall Contract Release Guidelines, and that I wish to be released from my responsibility for my signed Residence Hall Contract.
• I understand that submission of this request does not guarantee that I will be granted a release from the Residence Hall Contract. If my request is not approved, I will be responsible for all housing and dining charges under the contract provisions.
• I understand that, if I am approved for a release from the Residence Hall Contract, I will be charged in accordance with my Residence Hall Contract and am responsible for liquidated damages and other fees outlined in the terms and conditions of the contract and the Residence Hall Contract Release Request Policy.
• If I am released from the contract and leave the university residence halls, I understand that I have relinquished my space. Should I later decide to live on campus, I must reapply for on campus housing.
• I certify that the information provided with the Residence Hall Contract Release Form is accurate and that the submission of false documentation can be subject to disciplinary action by Roosevelt University.
• I hereby authorize Roosevelt University Residence Life staff to inquire, discuss, release, or otherwise exchange information or documents relevant to my request to be released from my Residence Hall Contract with my parent(s)/representative(s), as well as other University employees. A copy of this authorization is agreed by the undersigned to have the same effect and force as an original and this release shall apply until such time as a final decision is made concerning my request.

Student Signature: ____________________________  Date: ____________________________

Parent/Representative Permit: ____________________________  Date: ____________________________

(for students under the age of 18)

Submit this form and all supporting documents electronically to Katie Denny, Coordinator of Housing Administration at kdenny@roosevelt.edu
Residence Hall Contract Release Policy and Procedures

The Residence Hall Contract is binding for the contract period. This contract is strictly adhered to with exceptions made only under extenuating circumstances. Students who wish to request a release may do so by completing Residence Hall Contract Release Request Form.

Contract release requests MAY be granted for the following reasons at the discretion of Residence Life staff:

- Called to active military duty (“Call to Duty” notification required)
- Graduation/academic program ended
- RU Academic Study Abroad

**CONTRACT RELEASE PENALTY SCHEDULE**

**Spring Housing**

<table>
<thead>
<tr>
<th>Effective Cancellation Date</th>
<th>Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>On or before Nov. 15</td>
<td>$0 (new), $500 forfeit (current)</td>
</tr>
<tr>
<td>Nov. 16 - Dec. 12</td>
<td>$500 forfeit</td>
</tr>
<tr>
<td>Dec. 13 - Dec. 27</td>
<td>$500 forfeit + charge 10% of spring semester</td>
</tr>
<tr>
<td>Dec. 28 - Jan. 3</td>
<td>$500 forfeit + charge 20% of spring semester</td>
</tr>
<tr>
<td>Jan. 4 - Jan. 16</td>
<td>$500 forfeit + charge 30% of spring semester</td>
</tr>
<tr>
<td>Jan. 17 - Jan. 23</td>
<td>$500 forfeit + charge 40% of spring semester</td>
</tr>
<tr>
<td>Jan. 24 - Jan. 30</td>
<td>$500 forfeit + charge 50% of spring semester</td>
</tr>
<tr>
<td>Jan. 31 - Feb. 6</td>
<td>$500 forfeit + charge 60% of spring semester</td>
</tr>
<tr>
<td>Feb. 7 or later</td>
<td>$500 forfeit + charge 100% of spring semester</td>
</tr>
</tbody>
</table>

**PROCEDURE FOR REQUESTING A RESIDENCE HALL CONTRACT RELEASE:**

1. The student must obtain, complete and submit a Residence Hall Contract Release Request Form and all necessary documentation electronically to the Office of Residence Life.
2. The request will be reviewed and a decision will be communicated to the student via e-mail within (10) ten business days.
3. The student may choose to vacate their on-campus space pending a decision, but if the request is denied, the student will remain a resident, be responsible for payments related to the Residence Hall Contract and will be required to complete an official check-out at the end of the contract period.
4. **If released from the housing contract,** charges will continue until the student has removed all personal belongings from the room and returned the keys. As a result of the release from the residence hall contract, students will be billed for the cost of their period of residency, their $500 housing deposit will be forfeited, and a penalty fee in accordance with the contract release penalty schedule in addition to any damages will be assessed and billed to the student.
5. Students that are graduating, called to military duty, or studying abroad will only be charged the cost for the period of residency plus any damages.
6. **If not released from the housing contract,** the student will be charged all housing and dining charges through the end of the contract period.
7. To request a spring semester release the contract holder must submit a Residence Hall Contract Release Request Form by November 1.