Housing Contract Release Application

Application Instructions

A. The housing contract is a legal and binding document.

B. The application materials must clearly document what circumstances have significantly changed after the date you signed your contract.

C. Contract release may only be granted for the following reasons:

   **Medical**
   - You have developed a specific medical situation which prevents you from fulfilling the terms of your contract.
   - Medical verification by an appropriately qualified health care professional which specifically states the nature of the medical situation and why it requires a contract termination is required for consideration.

   **Financial**
   - Your financial situation has undergone an involuntary and significant change which was beyond your control.
   - Please note we will request your financial profile from Financial Aid for all financially related applications.

   **Extenuating Circumstances**
   - Serious extenuating situations which warrant a termination of your contract. Examples of extenuating circumstances might include a change in marital status, death in the family, etc.

D. Students who meet one of the conditions of the housing requirement after signing the contract are not exempt from fulfilling the contract.

E. Under no circumstances should you make any alternative off-campus living arrangements and/or sign a lease until you receive a decision.

F. To apply to be released from your contract:

   2. Write a specific letter stating the circumstances surrounding the request that verify and meet the release criteria. This is a formal request. Your letter should be typed and in a professional format.
   3. Return your completed materials to Housing and Residential Life in 153 Wadsworth Hall. Completed materials must include:
      - Application
      - Letter
      - Third-party verified supporting documentation
   4. Schedule a contract release meeting at the first available time (2:00PM – 4:00PM). Meetings will be held on the following dates: 6/8/15, 7/13/15, 8/10/15, 9/14/15, 10/12/15, 11/9/15, 12/14/15, 1/11/16, 2/8/16, 3/14/16, 4/11/16, 5/9/16 and 6/13/16.
   5. Your application form, letter, and supporting documents will be reviewed by the Contract Release Committee.
   6. Attend your scheduled meeting and present your application to the release committee. If you do not attend your scheduled meeting, your case will be heard in abstentia and you will forfeit appeal.
   7. You will receive an email informing you of the decision regarding your request within 5 business days of the contract release meeting. Appeals can only be based on information that was not available during the first meeting.
      - If granted, a $300 cancellation fee will be assessed for breaking your contract.

G. For questions contact Housing at 906-487-2682 or email housing@mtu.edu or visit 153 Wadsworth Hall.

Revised: 6/8/2015
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Housing and Residential Life

2015-2016 Contract
2016-2017 Contract

Student Information

Name: ____________________________________________

M Number: ____________________________

Housing Assignment: ____________________________

Email: ____________________________________________

Phone Number: ____________________________

Academic Information

Credit hours completed: ____________________________

Credit hours this semester: ____________________________

Cumulative GPA: ____________________________

Last semester GPA: ____________________________

Employment Information

Are you, or will you be, employed during this academic year?

Yes: _______  No: _______

If so, what is your estimated weekly income for your employment?

$: ________________

Housing Information

How many semesters have you lived in campus housing?

What is your requested contract termination date?

Application Information

Have you attached the required letter?

Yes: _______  No: _______

Have you attached the required documentation?

Yes: _______  No: _______

By my signature, I hereby certify that the information I have supplied in this application and the supporting documents is true and accurate. I realize that when considering my application for a contract release, the committee involved in this process will verify the information I have provided.

Signature: ____________________________________________  Date: ____________________

For Office Use Only:

Scheduled meeting date: ____________________________  Time: ____________________

Verified by: ____________________________________________  Date: ____________________