

Housing/Residence Life and Dining Services
Contract Release Appeal Form
Checklist

(Please check and supply documentation for all that apply)

- Graduation/Non Enrollment
 - Contract release is pending verification of student's non enrollment for the next semester
- Withdrawal from the university
 - Contract release is pending verification of student's withdrawal for the next semester
- Medical Release (including pregnancy)
 - Documentation regarding medical issue must be provided on official letterhead including a contact number for physician or doctor's office
 - Medical documentation must be dated within two (2) weeks of contract release request
- Change in Family Status
 - Marriage – Certificate of Matrimony must be provided
- Change in Financial Status
 - Proof of change including documentation of financial status prior to change and documentation of financial status after the change
 - Financial change must exceed the cost of housing and meal plan
 - Please list actual dollar amount difference here \$ _____
- Change in Financial Status for Parent/Guardian
 - If for medical reasons, medical documentation must be included on official physician's letterhead including a contact number for physician or doctor's office
 - If for job status change (lay off, retirement, etc) of parent, official documentation from previous employer outlining change in job status and resulting financial status
- Internship/Co-Op
 - Letter from department required
- Student Teaching
 - Documentation from academic department/Internship Supervisor
- Other
 - Documentation required

I verify that I have submitted all necessary documentation in support of my contract release request. Furthermore, I understand that I cannot come before the Contract Release Board until all documentation has been received.

Print Name: _____

Hall/Apartment: _____

Room #: _____

Student Number: _____