

CLARION UNIVERSITY

Center for Residence Life Services

218 Becht Hall

814-393-2352

reslife@clarion.edu

Reinhard Villages

159 University Blvd

814-226-4740

CONTRACT RELEASE REQUEST (2015-2016 ACADEMIC YEAR CONTRACT)

*Please read this form thoroughly before submitting request (submit one form for each academic year that you are requesting a release). **We strongly encourage that you not make arrangements to live off-campus until you have received a written response from our office informing you of any financial obligations.** Contract cancellation fees are listed on the back.*

The housing contract is binding for the entire academic year (both fall and spring semesters).

Please Print:

_____	_____	_____	_____
Last Name	First Name	MI	ID Number
_____	_____	_____	_____
Current Room/Hall/Reinhard Villages Apt	Cell Phone #	Clarion Email Address	
_____	_____	_____	_____
Permanent Mailing Address	City	State	Zip
			Home Phone #

Semester for which release is being requested (circle all that apply): 2015 Fall / 2016 Spring

Age _____ Current Classification: FR SOPH JR SR Other Current # hours enrolled _____

Have you applied for financial aid? __ Y __ N

Please check one (return completed form to: Center for Residence Life Services - 236 Egbert Hall):

____ I am graduating or participating in an education program that requires out-of-town residency and did not request a one-semester premium lease (supporting documentation required)

____ I have withdrawn or transferred and am no longer a registered student at Clarion University – main campus

____ I am on academic suspension

____ I am a student not bound by the University housing requirement and wish to live off-campus

____ Other: _____

Please provide a separate letter and/or documentation which includes compelling reasons to support your request.

-OVER-

CANCELLATION FEES:

- CANCEL (on or before December 19, 2014) - no penalty
- CANCEL (December 20, 2014 to May 9, 2015) - \$500 cancellation fee
- CANCEL (May 10, 2015 to July 31, 2015) - \$700 cancellation fee
- CANCEL (August 1, 2015 through end of 2015 Fall Drop/Add period) – responsible for cancellation fees equal to 50% of the fall semester housing cost
- CANCEL (**within the Fall 2015 semester**) – students granted release after fall semester drop/add will be held accountable for cancellation fees equal to the full fall semester housing cost and 50% of the spring semester housing cost
- CANCEL (**for Spring 2016 semester**) – students cancelling spring housing before January 1, 2016 will be held accountable for cancellation fees equal to 50% of the spring semester housing cost; students cancelling spring housing after January 1, 2016 will be held accountable for cancellation fees equal to the full spring semester housing cost

FEES ARE ASSESSED BY DATE FORM IS RECEIVED, NOT BY SIGNATURE DATE

Return completed forms to: **Center for Residence Life Services - 218 Becht Hall**

Signature: _____

Date: _____

FOR OFFICE USE ONLY:☐

Approved

☐

Pending

Reviewer's Initials: _____

Reviewer's Comments: _____

Academic Hours Completed: _____ GPA: _____ WD/Cancellation Date: _____

Housing application date: _____

	Initials	Date
<input type="checkbox"/> Sent letter/email		
<input type="checkbox"/> HMS - cancelled assignment		
<input type="checkbox"/> JC - remove access		
<input type="checkbox"/> BEST - remove access		
<input type="checkbox"/> FT Transactions assessed		
<input type="checkbox"/> Added to "Room Change" sheet		
<input type="checkbox"/> Other:		
<input type="checkbox"/> Recorded in CRR Date & filed		