

HOUSING CONTRACT RELEASE RESIDENT REQUEST FORM



Current residents requesting a release from their present Housing Contract and assignment must complete this form with a Housing staff member prior to departure. Completed forms must be submitted to the Office of Housing & Residence Life along with any associated supporting documentation. Review this form in its entirety for detailed release descriptions and procedures.

The Contract for Housing and Dining Service is a legally binding contract with the university, the contract period being for the entire academic year. Failure to fulfill the obligations outlined in the contract may result in loss of deposit and additional contract termination charges. Release from contract without penalty is subject to review by Housing. Please see reverse for descriptions of release terms and associated fees.

Name: _____	G#: _____
Email: _____@mail.gvsu.edu	Phone: _____
Building/Room: _____	Move-out Date: _____
Cancel Term: <input type="checkbox"/> Fall/Winter___ <input type="checkbox"/> Winter___ <input type="checkbox"/> Spring/Summer___	
Cancel meal plan: <input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>If you have an active housing application for a future contract period and you do not intend to return to campus, please cancel future semester applications online at www.gvsu.edu/housing/cancel.</i>	

Please select the option(s) that best describe(s) your situation. See detailed descriptions of each on reverse.

- ☐ Withdrawing from GVSU *(All current and future semester courses must be dropped in Banner)*
- ☐ Transferring to another college or university *(All current and future semester courses must be dropped in Banner)*
- ☐ GVSU Study Abroad *(Through Padnos International Center)*
- ☐ Participation in a GVSU program outside of Kent/Ottawa counties *(internship, clinicals, student teaching, etc.)*
- ☐ Graduation *(Documentation must be available in Banner)*
- ☐ Change in medical status
- ☐ Change in financial status
- ☐ Academic or judicial dismissal/suspension
- ☐ Active military service *(Provide copy of active duty orders)*
- ☐ Marriage occurring during the term of contract *(Submit a copy of your marriage certificate)*
- ☐ Contract buyout
- ☐ Special circumstance

Please review descriptions on reverse for associated documentation requirements.

Student Signature: _____

Date Submitted: _____

HRL Staff Signature: _____

Date Received: _____

An appeal committee comprised of representatives from various campus departments meets twice monthly to review documentation related to contract buyout fee appeals. Please see below for detailed descriptions required documentation associated with contract release request circumstances.

Withdrawing from GVSU

Student will be charged for time stayed and will forfeit housing deposit. All courses in current and future semesters must be dropped in Banner.

Transferring to another college or university

Student will be charged for time stayed and will forfeit housing deposit. All courses in future semesters must be dropped in Banner.

GVSU Study Abroad

No charge for contract release. Housing office will verify program enrollment via Padnos International Center.

Participation in a GVSU program outside of Kent/Ottawa counties

No charge for contract release. Examples include internship, clinicals, student teaching, or non-GVSU abroad program. Supporting documentation should include a work agreement that includes dates of employment and location, and verification by the sponsoring academic department.

Graduation

No charge for contract release. Documentation of graduation must be available in Banner.

Change in medical status

Additional documentation required - supporting documentation of a medical status prohibiting adequate functioning within a residential area. Include a letter from your treating physician explaining the medical condition that necessitates a change in your living arrangement. Letter must clarify how your medical condition makes it impossible to remain on campus. If you claim residing on campus has caused your condition, you will need to provide medical evidence of the condition to the HRL office. Pre-existing conditions which may become the basis for a request must be identified when the contract is submitted. The Housing Office reserves the right to make modifications in accommodations prior to issuing a release of contract. The resident is obligated to cooperate with the conditions.

Change in financial status

Additional documentation required - supporting documentation of a change, of involuntary nature, in financial status sufficient to prohibit on-campus living. Federal financial aid criteria and regulations for determining financial needs and family contributions will apply as well as enrollment, financial aid, employment and other reasonable adjustments in expenses and payment options. Submit in detail the change in your (your family's) financial status. Include documentation of the changes you specify in your letter. The documentation must clearly show how the financial status changed, i.e. not only a change in income or expenses, but the change in relationship to prior financial status. You must also submit a copy of your Financial Aid Eligibility Notification Letter (obtained from GVSU Financial Aid Office after your aid has been processed). If you have not applied for financial aid you will need to do so prior to applying for a release. The financial aid process can take 6-8 weeks to be completed. If less expensive housing is available on campus, we reserve the right to reassign you accordingly. The claim that you can live off campus less expensively is not grounds, in and of itself, for release of contract.

Academic or judicial dismissal/suspension

No charge for contract release. Housing Office will verify through Dean of Student Office.

Active military service

No charge for contract release. Submit a copy of active duty orders.

Marriage occurring during the term of contract

No charge for contract release. Submit a copy of your marriage certificate.

Contract buyout

Cost for contract buyout is 50% of the remaining portion of your contract and forfeiture of housing deposit. This option only applies to students who are still attending GVSU, but will be residing off campus. For fall/winter and winter only contracts the remaining portion of a contract is the time from the day you move out, until the end of winter semester. For spring/summer contracts, the remaining portion is from day of move out until the end of your requested spring, summer, or spring & summer contract.

Special circumstance

Additional documentation required. If your circumstances do not fit one of the approved reasons for release and you believe your situation is of a compelling nature, you will need to present in writing the reasons and justifications for your request.