

## INSTRUCTIONS

A student interested in requesting a release from his/her Housing and Food Services (HFS) Contract must complete this *Contract Release Request* and submit to Housing and Food Services. Depending upon the circumstance, the Contract Release Request may need to be reviewed by both Housing and Food Services and Residence Life prior to the Contract Release being granted.

Housing Contract Releases are granted for the following reasons only:

- Change of assignment to another Penn State campus
- Transfer to another college or university
- Withdrawal from Penn State
- Internship, Study Abroad, Student Teaching or Military Duty requirements
- Graduation

As outlined in the *Terms and Conditions*, the Housing Contract is a legally binding contract. When a student submits a Housing Contract for the regular academic year, the student is obligated for both fall and spring semesters. Contract Releases for reasons other than listed above are granted only under rare and extenuating circumstances and within the following guidelines:

1. **Financial:** For a student that has experienced a severe financial hardship since signing the Housing Contract. Completion of the Student Financial Statement (attached) is required; verification of the information provided and an alternative and more economical living option will be required.
2. **Medical:** For a student suffering from a severe medical condition that requires he or she live off campus, verification of the condition is required by submitting the Reasonable Accommodations Request Form for Housing available at <http://hfs.psu.edu/sites/hfs/files/reasonable-accommodations-request-form-for-housingfillable.pdf>
3. **Marriage:** A student planning to marry during the semester may be released at the beginning of the semester to reside off campus with his or her spouse. A copy of the marriage license must be provided within two weeks of the marriage date, or the Housing Contract will continue to be binding and the student will be billed accordingly.
4. **Personal:** A student may have an extenuating circumstance that necessitates a Contract Release; these are considered on an individual basis. The student may be required to participate in interviews and/or counseling sessions with a University representative.

The student will be informed of the status of his/her request within two weeks of submission. If the student is released from the HFS Contract due to extenuating circumstances prior to the first day of the University classes for the HFS Contract period term, the student will be charged a penalty fee equal to twenty percent (20%) of the applicable room and Campus Meal Plan rates. If the student is released from the HFS Contract after the first day of the University classes for the HFS Contract period term, the student will be charged for room and Campus Meal Plan charges incurred up to the date of the cancelation or when the student has removed all personal belongings from the assigned housing and returned the room key, whichever occurs last.



Name \_\_\_\_\_

PSU ID \_\_\_\_\_

Residence Hall \_\_\_\_\_

Room \_\_\_\_\_

Phone Number \_\_\_\_\_

I am requesting a release from my Housing Contract for the \_\_\_\_\_ semester, effective on \_\_\_\_\_ date due to the following reason:

- I am withdrawing from The Pennsylvania State University.
- I am transferring to another university
- I am transferring to another Penn State campus: \_\_\_\_\_  
Will you be living  off campus or  on campus?  
Do you need additional information about on-campus housing?  yes  no
- I am taking an official leave of absence.
- I will be on active military duty effective date: \_\_\_\_\_
- I will be fulfilling the internship requirement of my major.  
Location of internship: \_\_\_\_\_
- I am requesting a release due to financial reasons. A completed Student Financial Statement must be provided.
- I am requesting a release due to medical reasons. A completed Reasonable Accommodations Request Form for Housing must be provided.
- I am requesting a release due to my recent marriage. A copy of the marriage license must be provided.
- OTHER: \_\_\_\_\_  
*specify* \_\_\_\_\_  
*reason* \_\_\_\_\_

Student signature: \_\_\_\_\_

Date submitted: \_\_\_\_\_

**INTERNAL USE ONLY:**

approved

denied

\_\_\_\_\_  
*Signature - Director, Housing and Food Services*

\_\_\_\_\_  
*date*

Prior to check-in: 20% charge

After check-in: Refund

Date: \_\_\_\_\_ Amount: \_\_\_\_\_

Refer to <http://www.bursar.psu.edu/adjustments.cfm> for refund schedule. Only dining dollars are refunded after 8<sup>th</sup> week of classes.

**Comments:**

This form is to be completed for student's requesting a release from the Housing and Food Service Contract due to financial reasons. Indicate the financial change that has occurred since signing the Housing and Food Service Contract, and provide a description for the financial change.

	Situation at time contract was signed	Current situation
The following information is for the time period:	from _____ to _____ <i>list month/year</i>	from _____ to _____ <i>list month/year</i>
Accumulated savings available	\$ _____	\$ _____
Earnings for budget period	\$ _____	\$ _____
Financial assistance from parent or guardian	\$ _____	\$ _____
Financial assistance from other sources:		
Loan	\$ _____	\$ _____
Scholarship	\$ _____	\$ _____
Other: _____	\$ _____	\$ _____
<b>Total income for budget period</b>	\$ _____	\$ _____

Describe the reason for the financial change:

<b>EXPENSE COMPARISON</b>		
	University Residence	Off-campus residence
Room	\$ _____	\$ _____
Board (Campus Meal Plan level # _____)	\$ _____	\$ _____
Other	\$ _____	\$ _____
Total Expenses for budget period	\$ _____	\$ _____
Expected savings from off-campus residence		\$ _____