



APPLICATION TO TERMINATE HOUSING CONTRACT

PRINT NAME _____ YSU ID _____

DATE RECEIVED _____ RECEIVED BY _____

Please note this application is for requesting release from an existing housing contract. The housing contract is a legally binding agreement and you are expected to honor the terms of the agreement. When reviewing this request, information from the Housing & Residence Life staff, as well as the information provided on this application, will be taken into consideration.

Instructions:

1. Complete this application and present the reasons for your request in an orderly, logical fashion. Provide specific information and make sure you have signed and dated the form or it will not be reviewed.
2. Clearly indicate whether or not you will remain in classes at YSU. This is important in the review process. Registration will be checked.
3. Any request related to or for a medical reason should be accompanied by supporting documentation on official letterhead by a licensed practitioner. Medical reasons must relate to living on campus.
4. Any request related to financial concerns should be accompanied by relevant supporting documentation (i.e. unemployment notice) and will require the review of your financial aid information.
5. Any request claiming you did not understand the contract was binding will not be considered.
6. Only cases of demonstrated hardship that have occurred since the signing of the housing contract will be considered.
7. You should consider any application as “denied” until you are notified it has been approved. Please consult the housing contract for details regarding housing charges.
8. Please note that you are not approved for release from your contract until you receive official written notification from the Office of Housing & Residence Life (this may be in the form of electronic correspondence.) It is strongly recommended you do not make alternative housing arrangements until you have received written notification that you have been released.

Please initial here _____ indicating you have read and understand the instructions for completing this Application to Terminate Housing Contract.

- Priority Deadline (notification by November 18th, 2016) is **NOVEMBER 11th, 2016**
- Deadline for notification by end of fall semester (December 16th, 2016) is **DECEMBER 5st, 2016**
- **No Applications to Terminate Housing Contract will be accepted after JANUARY 13th, 2017**

APPLICATION TO TERMINATE HOUSING CONTRACT

Name _____ YSU ID# _____

Residence Hall _____ Room # _____

Phone # (where best to reach you) _____ E-Mail address _____

Home Address _____

How many semesters have you lived on campus? _____

I am applying to terminate my contract for the following semester: FALL 2016 / SPRING 2017

ONLY CASES OF DEMONSTRATED HARDSHIP THAT HAVE OCCURRED SINCE THE SIGNING OF THE HOUSING CONTRACT WILL BE CONSIDERED.

I will remain in classes at YSU:

_____ Yes

_____ No

I am applying to terminate my housing contract for the following reason:

_____ Financial Hardship

_____ Graduation

_____ Medical

_____ Personal/Family Concerns

_____ Transfer/Withdraw from the University

_____ Study Abroad

If I am released from my housing contract and I remain in classes at YSU, I plan to live:

_____ At home, I plan to commute

_____ In Beuchner Hall /University Courtyard / Flats at Wick / University Edge

_____ In a fraternity/sorority house

_____ In an apartment or house close to campus

_____ N/A, I will not be in classes at YSU

