

Process

1. Schedule an in-person or phone meeting with the Contract Release Coordinator to discuss how to complete the form and submit documentation. Call (860) 486-2926 or email livingoncampus@uconn.edu to request a meeting.
 - a. **Submitting a Contract Release Request Does Not Automatically Cancel Housing** - Submission of a Contract Release Request does not automatically result in a housing cancellation. Please discuss your options with the Contract Release Coordinator.
 - b. **Grounds for Release** - A release is granted only when it has been determined that circumstances are substantially different from the time the contract went into effect and the situation cannot be relieved by a room change. This information should be communicated on the request form and supporting documentation. Specific guidelines can be found in Section 4 - Contract Release of *The 2016-2017 On-Campus Housing Contract*.
2. **Decisions** - The Housing Contract Release Committee will evaluate your request and will make a recommendation to Residential Life. A decision will be communicated via University email no later than two weeks after all documentation has been received. Students should not make alternative plans until a written decision has been received.

If a contract release is granted, the effective date will be specified in the release letter. Students will be accountable for all financial charges up to and including that date, and for any charges accrued as a result of damage to that room. Decisions will be made in accordance with the following factors and/or information:

- a. The student is responsible for his/her actions and has made a financial commitment to University housing.
 - b. If the student's circumstances have changed significantly to warrant a release.
 - c. Whether the expressed need of the student can be accommodated by another type of on-campus housing. A room or hall change will be considered as an alternative prior to granting a release from the housing contract.
3. **Denied Requests** - If the request is denied, two options are available:
 - a. **Appeal** - The decision may be appealed directly to the Associate Director of Housing Services. The appeal must include new and/or different information from that previously considered. Submission of an appeal does not relieve a student of any current financial or residence obligation.
 - b. **Cancel** - The housing assignment can be cancelled, however the resident will be held to the Cancellation Fee Schedule and is responsible for all applicable fees.
 4. **Granted Requests**
 - a. **Check-Out** - Students granted a release from the housing contract are required to follow the established procedures for checking out of their residence hall. Students should consult with their Hall Director or Assistant Director of Residence Education about these check-out procedures if they have any questions.
 - b. **Refunds** - If a refund of any housing fees is granted the University's official refund schedule (see pg. 2) will be used to determine the amount of that refund. The \$300 non-refundable Room Reservation Fee is forfeited upon cancellation of the contract. The Room Reservation Fee will be credited towards cancellation fees if applicable.
 - c. **Additional Charges** - Students released from the contract with a refund may accrue additional charges (per day) until officially checking out of his/her on-campus assignment and removing all belongings.
 - d. **Released at End of Fall Semester** - Students released from the contract at the end of the fall semester must move out of their room assignment by the designated fall semester closing time and are not entitled to a refund of any portion of the fall housing fees.
 - e. **Future Housing** - Students released from the housing contract are not guaranteed on-campus housing, and will be automatically placed on the waiting list if they apply for housing at any point in the future.

Required Documentation

Reason for Request	Documentation
Financial	Demonstrate how your extreme, unanticipated financial hardships not present or known at the onset of the contract, is different from the time the contract went into effect. Finding off-campus housing at a lower cost is not considered sufficient reason for release. All circumstances must be verified. Residential Life will consult with the Financial Aid Office to verify whether or not you are utilizing all of the assistance for which you are eligible. Examples include but are not limited to: <ul style="list-style-type: none"> • Itemization of expenses and all income, including financial aid (loans, grants, etc.) • Bank statement including current balance • Letter from parent or family member verifying reason for request
Medical	A serious medical issue must be verified by a signed statement from a physician. The request will be considered based upon medical need and whether the need can be accommodated in any other on-campus housing (room change).
Change in Status (Full-Time to Part-Time)	A release may be requested when a full-time matriculated student substantially changes his/her status to a part-time student with appropriate documentation. Changing to part-time student status is not grounds for automatic release.
Other	Include any and all information that will help establish that your circumstances have changed since the beginning of the contract and why the release will help relieve/alleviate/benefit your situation.

Release Request Timeline

Students should submit all documentation at least 15 business days prior to their requested release date for the best chance of receiving a maximum refund amount. Refunds are granted in accordance with the University Refund Schedule and the housing contract. Students released from the contract with a refund may accrue additional charges (per day) until officially checking out of the on-campus assignment, removing all belongings, and returning keys.

University Refund Schedule	Fall 2016	Spring 2017	Refund Amount
By First Day of Classes	August 29, 2016	January 17, 2017	100%
1 st Week	August 30 - September 4, 2016	January 18 - 22, 2017	90%
2 nd Week	September 5 - 11, 2016	January 23 - 29, 2017	60%
3 rd Week - 4 th Week	September 12 - 25, 2016	January 30 - February 12, 2017	50%
5 th Week - 8 th Week	September 26 - October 23, 2016	February 13 - March 12, 2017	25%
9 th Week – End of Semester	After October 23 rd	After March 12 th	0%
Percentages Apply to Refundable Fees Only			

Important Items to Note

- Residents who move out of an on-campus housing assignment without a contract release are liable for all room and dining fees remaining on the student fee bill. Returning keys to University staff does not constitute the approval of a release from contract.
- Husky Village contract releases must also be approved by the organization as this may result in a financial burden to the fraternity/sorority. A release approved from an organization, may result in reassignment elsewhere on-campus.

2016-2017 Request for Release from *The On-Campus Housing Contract*

University of Connecticut • Division of Student Affairs • Department of Residential Life
Holcomb Hall, Garden Level • (860) 486-2926 • livingoncampus@uconn.edu

_____ **Last Name, First Name** _____ **NetID or Student ID Number** _____

_____ **Campus Address** _____ **Phone** _____

_____ **Email Address** _____ **Date You Wish to Be Released from the Contract** _____

Explain the reason for submitting the request, indicating how circumstances are significantly different from the time the contract went into effect (**attach supporting documentation**). A decision or status update will be communicated via University email no later than two weeks after all documentation has been provided.

Complete This Section if Requesting Release for Financial Reasons

Expenses Per Semester	On-Campus (Present)	Off-Campus (Projected)	Student Financial Resources per Semester	Present Before Change in Circumstances	Projected After Change in Circumstances
Tuition			Earnings		
Fees			Parent/Family Contribution		
Room			Savings		
Board/Food			Financial Aid (include loans, grants, etc.)		
Other (Electricity, gas, heat, etc.)			Other		
Total			Total		

To the best of my knowledge, this information is accurate in every detail. I understand that if I am released from the housing contract I forfeit all guarantees for on-campus housing, and I will be automatically placed on the waiting list if I apply for housing at any point in the future.

_____ **Signature** _____ **Date** _____

ResLife Office Use Only		
Date Received _____	Decision	Approved _____ Denied _____
Received By _____	Cancellation Code	_____
Requested Additional Documentation <input type="checkbox"/>	THD	<input type="checkbox"/>

