

Contract Release Request

TechID/StarID _____ Name _____
Last First

Daytime Phone _____ Hall and Room _____

Permanent Address _____
Street City State Zip

Semester for which release is requested: Fall Spring Summer

The Housing Contract specifies the reasons for which a release requested after the beginning of a semester will be considered. Check the box next to the reason that applies to your situation:

- Withdrawal from all classes Transfer Graduation Non-admission
If, during the term of the contract, I am reinstated or re-enrolled after my release request has been approved, I understand I will be held financially responsible for the entire contract.
- Serious medical or health problem which impedes the ability of a resident to fulfill the terms of the Housing Contract.
Students requesting release for a medical or health issue will be referred to Accessibility Resources (132 Memorial Library) for an evaluation of the request.
- Marriage during the contract term.
- Affiliation with Minnesota State University, Mankato programs that are away from the Mankato campus.
Name of program _____
If, during the term of the contract, I cancel my participation in the above program, I understand I will be held financially responsible for the entire contract.

For reasons other than graduation or withdrawal, please attach a detailed letter describing your situation. Documentation may be required to verify your circumstances. If applicable, please also attach any documentation you have.

If none of the above reasons is the basis for your request, please submit the details of your situation in an attached letter and make an appointment in the Residential Life Office to meet with a staff member about your request.

I hereby request to be released from my Housing Contract. I understand and accept the associated charges.

Signature _____ Date _____

FOR OFFICE USE ONLY

- Request Approved Effective (Date) _____ By _____
 - A \$30 administrative fee for your contract release will be billed to your student account.
 - A \$50 administrative fee for your contract release will be billed to your student account as your request was received less than 21 days prior to the end of the semester.
- Request Denied Date _____ By _____
Although your request for a contract release has been denied, you may still check out of your room. Checking out of your room indicates the removal of personal belongings, not release from your Housing Contract. If you decide to check out of your room, you will be held financially responsible for the remainder of the contract and an on-campus housing space will be held for you.

Department of Residential Life
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