Department of Residential Life
Housing Contract Release Form
North Miami Campus

(Please Print)
Student Name: ____________________________ J Number: ____________________________

Current Residence Hall: ____________________________ Room Number: ____________________________
Contact Phone Number: ____________________________

Release Rationale:
Students should be advised that contract releases or exceptions are granted only in situations involving extreme or unusual circumstances, the nature of which would prohibit living in a residence hall or impose a severe hardship. A desire to experience off-campus living is not considered an acceptable reason to grant a release. Students are cautioned against signing legal agreements for off-campus housing until they receive an official release from their campus housing contract in writing.

In almost all instances releases fall in to one of the categories below, please check one:

O Medical. The student should provide documentation from his or her treating physician that includes diagnosis, treatment plan, and prognosis. The treating physician will determine whether living on campus is against medical advise, and indicate so on the medical documentation. Medical documentation should be sent to the Office of Student Success where it will be evaluated. The Office of Student Success will ensure confidentiality of medical documentation and will make a recommendation based upon whether the documentation meets criteria for release of the housing contract. In some cases, the Office of Student Success will consult with campus medical staff (RN and Physician-Consultant) for specific questions regarding medical documentation and/ or the Director of Residential Life regarding campus facility amenities.

O Financial Hardship. Releases based on financial hardship are granted only in situations involving significant changes in the student’s financial situation since the contract was signed. Students must contact their Financial Planner who will make a recommendation to the Director of Residential Life. This recommendation will be based on information the student provides to the Financial Planner evidencing current financial needs, cost of living on campus versus cost of living off campus, and other financial considerations the planner deems necessary to make a complete evaluation of the student’s financial status.

O Other extenuating circumstances. A student requesting a release under this category will meet with the Director of Residential Life to present his/ her “case”. Corroboration of the student’s circumstances by parents and others may be requested by the Director. Reasons including, but not limited to, roommate conflicts, signing rental agreements at off-campus housing locations, noise, or dislike of the food WILL NOT BE CONSIDERED as valid reasons for being released from the housing contract.

Procedures/ Policies:

1. Applications can only be secured from the Department of Residential Life offices in Flamingo Hall 234 or 236 or website.
2. Incomplete applications will most likely result in a negative response.
3. Upon completion of the application and supporting documentation, return the application to the Director of Residential Life, Flamingo Hall 234. If the student wishes to meet with the Director of Residential Life, an appointment should be made at that time.
4. ALL APPLICATIONS AND SUPPORTING DOCUMENTATION MUST BE SUBMITTED TO THE DIRECTOR OF RESIDENTIAL LIFE BY THE 8TH WEEK OF THE TERM FOR CONSIDERATION. APPLICATIONS RECEIVED AFTER THAT TIME PERIOD WILL NOT BE REVIEWED.
5. The student will be notified of the decision in writing. Notification will be sent to the student’s current hall address or to a permanent address if requested. If granted the release, the student must officially check out of the hall by the date specified in the letter. Failure to vacate the hall by the specified date could result in the residence hall fees being reapplied to the student’s account and possible disciplinary action.
6. Applicants who vacate the residence hall without obtaining a release will not receive any refund of room and board fees. Students remain responsible for the financial obligation of the housing contract until they have been officially released and have vacated the hall.
7. All releases go into effect for the future term with the exception of medical releases. Releases are not granted during the current term. Medical releases are effective upon approval and refunds are based on the date the student vacates the residence hall. This is determined by the Director of Residential Life on a case by case basis.
8. There is a $250 release penalty fee per term remaining on the contract for all approved releases.
9. Appeals of the Director’s decision can be made in writing within 2 business days of the date on the decision if it is for a financial hardship to the Director of Administration. All other appeals are made to the Dean of Students. Both are located on the 5th Floor of the Academic & Student Center in the Executive suite.

Student’s Signature: ____________________________ Date: ____________________________

(Please attach all supporting documentation to this application and keep a copy for your files).