APPLICATION FOR RELEASE FROM HOUSING CONTRACT
Johnson & Wales University
Charlotte Campus

Student’s Name: ___________________________ ID# J ____________

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 in writing.

In almost all instances releases will fall into one of the categories below:

1. **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 advice, and indicate so on the medical documentation. Medical documentation should be sent to the Center for Academic Support where it will be evaluated. The Director of the Center for Academic Support 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 Director of the Center for Academic Support will consult with campus medical staff (RN and Physician-Consultant) for specific questions regarding medical documentation.

2. **Financial.** Releases for financial reasons are granted only in situations involving significant change in the student’s financial situation since the contract was signed. Students must contact their Financial Planner who will make a recommendation to the committee. 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.

3. **Other extenuating circumstances.** Student’s requesting a release under this category will meet with the committee to present their “case.” Corroboration of the student’s circumstances by parents and others may be requested by the committee. 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 OFFICE OF RESIDENTIAL LIFE.
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 Residential Life Office. If the student wishes to meet with the committee, an appointment should be made at that time.
4. ALL APPLICATIONS MUST BE SUBMITTED TO THE OFFICE OF RESIDENTIAL LIFE BY THE 8TH WEEK OF EACH TERM. Applications received after this 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. The student must officially check out of the hall by the date specified in the letter.
6. Applicants who vacate the residence halls 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.
8. There is a $250 release penalty fee per term for all approved releases except those in the medical category.
9. Appeals of the committee’s decision should be made IN WRITING WITHIN TWO BUSINESS DAYS OF RECEIPT OF THE COMMITTEE’S DECISION to the Director of Student Affairs.

Date: ___________________________ Student’s Signature: ___________________________

(Attach all supporting documentation to this application. Keep a copy for your files.)