

Residence Hall Contract Release Request

For this Residence Hall Contract Release Request to be valid the following statements must be read, and initialed by the student making the request.

_____ I understand this is a request for termination of a legally binding contract. Termination is subject to approval by Housing & Dining at Northern Illinois University. If this contract release request is denied, I will be obligated to live on-campus or, if I choose to live elsewhere while my contract is still in effect, to pay the full amount of charges under the terms set forth in the *Addendum to the Residence Hall Contract*.

Be advised that you should not make off-campus arrangements until you have received WRITTEN notice of approval.

_____ I understand that if this Residence Hall Contract Release Request is granted, I will incur the cancellation and administrative fees as outlined in the current *Addendum to the Residence Hall Contract*.

Personal Contact Information:

Name: _____ NIU Z ID #: _____
 First Initial Last

Current Address: _____ City: _____

State: _____ Country: USA Other _____ Zip: _____

Primary Phone # _____ Alternate Phone # _____

Primary email: NIU Z ID email account

1. Cancellation of Specific Contract Component(s) (check all that apply):

NIU Housing contract (room) NIU Dining Services Meal Plan (board)

2. Cancellation for Semester(s) (check all that apply):

Fall and Spring Semester 20____ (year) Spring Semester Only 20____ (year)
 Fall Semester Only 20____ (year) Summer Semester Only 20____ (year)

3. Reason for Contract Release Request (Select appropriate area):

Contract release categories that are subject to administrative verification, but do not require student to supply additional documentation:

Academic suspension/dismissal Withdrawing from NIU (taking no classes)
 Graduating Semester _____

Release categories listed below *require that the student complete and submit the additional documentation* outlined in detail in the accompanying materials: **(Attach any required documentation to this form to complete your request.)**

Academic internship/clinical/student teaching outside of DeKalb County
 Commute from permanent home address Medical accommodation
 Family status change Military commitment
 Financial hardship NIU Study Abroad program
 Greek membership housing Other _____

*(1 full academic year Aug-May of on campus housing at NIU is required for eligibility)

Requesting Student Signature Required.

Student Signature

Today's Date

Required Documentation

Residence Hall Contract Release Request

All narratives and other documentation need to have the full name of the student making the Residence Hall Contract Release Request on each page. Narratives and other documents need to be attached to the back of the original request form. Students should keep a copy of all forms, narratives and other documentation submitted.

Academic internship/clinical/student teaching outside of DeKalb County

Letter on department or organizational letterhead signed by the faculty coordinator verifying that the student has a full-time internship, clinical experience or student teaching assignment outside of DeKalb County that spans the time of the semester for which the contract release is requested.

Commute (Commuting distance is defined as no further than 65 miles)

Commute from home of parent or legal guardian: Notarized letter from parent or guardian stating that the student will be commuting from that location and an explanation from the student of what has changed since the student signed their current Residence Hall Contract that now causes them to need to commute.

Commute from the home of another adult family member: Notarized letter from parent or legal guardian explaining why this other location is necessary and an explanation from the student of what has changed since the student signed their current Residence Hall Contract that now causes them to need to commute.

Commute from an independent permanent residence: Legal documentation that the student has been granted status as an emancipated minor after their current residence hall contract had been signed.

Family Status Change

Birth of a dependent child for whom the student is the parent and will be the primary caregiver: A copy of the child's birth certificate, or the student's prior year's tax return where the child is listed as a fulltime dependant of the requesting student.

Marriage: A copy of the student's marriage license after it has been filed at the courthouse. If the marriage took place before the beginning of the residence hall contract, the student will need to include an explanation of what changed since they signed their contract that now causes them to request a different living situation.

Family obligations - change in family status due to family member health issues, need for additional care, death: notarized statement from parent/guardian, accompanied by appropriate doctor's support and/or legal documents.

Financial Hardship

Financial Aid Award adjustment: Completion of the Residence Hall Contract Release Request *Financial Aid Confirmation* Form by the NIU Financial Aid counselor verifying that the student's financial aid award for the current year and the amount the award changed since the date the student signed their current residence hall contract. Documentation from the student of all of their other current means of income, unique/unexpected bills, and any other documents that support the reason being used to explain the need for the request for release.

Change in family income: Written narrative from the student explaining how the family's income situation has changed since the student signed their current residence hall contract. Supporting documents to verify the stated changes: copies of job status changes on company/organization letterhead, legal documents outlining changes in business ownership, change in marital status, bankruptcy proceedings, unexpected family expenses, etc.

Change in personal income: Written narrative from the student explaining how they were originally planning to meet their academic and Housing & Dining expenses for the year, how moving off campus, rather than to a less costly, on campus accommodation will address their concerns, and what makes their personal situation unique/extraordinary. Documentation must include verification of all personal means of income (financial aid, work, savings, etc.) and what has happened to alter their financial resources since the student signed their current Residence Hall Contract in a way that could not have been foreseen.

Greek Membership Housing

Eligibility standards: Student must have completed one full academic year (August – May) of prior on-campus NIU residence hall occupancy before they are eligible for a contract release to move to housing in a SA recognized Greek organization house. Required documentation is a letter on organizational letterhead from the president (or faculty advisor if the president is the applicant) of the chapter in which the student is an active member verifying that they are moving into the chapter house if they are released from their Housing & Dining contract. Administrative records will be used to confirm that the student has met the on-campus residency requirement. Students are not released to move in with other group members who live in individual private housing rather than an established chapter house.

Medical Accommodation

Personal physical health issues: Written narrative from the student describing how their medical situation has changed since they signed their current Residence Hall Contract, what specific accommodation they need that can not be met within the NIU Housing & Dining system, what NIU resources they have used to address their concerns, and how living off campus will address their health concerns. Documentation must include a statement on NIU departmental letterhead from a physician at the NIU Health Services verifying the student's condition and their recommendations that living off campus will better address the student's health concerns. The student may include a letter/information from a health care provider in private practice, but it may not be used as a substitute for the documentation from an NIU physician.

Personal psychological health issues: Written narrative from the student describing how their psychological health situation has changed since they signed their current Residence Hall Contract, what specific accommodation they need that can not be met within the NIU Housing & Dining system, what NIU resources they have used to address their concerns, and how living off campus will address their psychological health concerns. Documentation must include a statement on NIU departmental letterhead from a physician at the NIU Health Services or a psychologist at the Counseling and Student Development Center verifying the student's condition and their recommendation that living off campus will better address the student's psychological health concerns. The student may include a letter/information from a mental health counselor, psychologist, religious counselor or physician in private practice, but it may not be used as a substitute for the documentation from an NIU physician or Counseling and Student Development Center staff psychologist.

Military Commitment

Required documentation is a copy of the student's military paperwork showing what the date they need to report for active duty is during the semester for which the contract release is requested.

Other

Written narrative from the student describing the nature of the situation causing them to request a release from their Residence Hall Contract. The narrative needs to include: how the student's circumstances have changed since the signing of the Contract for university housing, what makes the student's situation extraordinary, why moving to another residence hall room and/or hall will not address their concerns, the NIU resources the student has used for assistance in addressing their concerns, and how off-campus living will help the situation. Depending on the situation or concern, additional documentation might include: statements from employers, police reports, academic/personal records, and/or legal documents.