Residence Hall Contract Release Request- Definitions & Required Documentation

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 listing the child as a full-time dependent of the requesting student.

Marriage: A copy of the student’s marriage license after it has been filed at the courthouse. If the marriage occurred before the beginning of the residence hall contract, the student will still be required to submit a copy of the marriage license to request a review from the board.

Family obligations: A change in family status, such as the death of a family member that directly affects the student’s ability to remain in campus housing.

Financial Hardship

Financial Aid Award adjustment: Written statement from UWG Enrollment Services verifying that the student’s financial aid award indicates a significant decrease from the current academic year award amount (with the documented amount of the decrease) since the date the student signed the current residence hall contract. Documentation from the student of all other current means of income, such as: bank statements, pay stubs, copies of bills, and any other documents that would support the budgetary information being used to explain the need for the request for release. This reason does NOT include loss of financial aid due to failure to meet grade point average requirements.

Medical Accommodation

Personal physical/psychological health issues: Documentation must be in the form of an email from a physician or patient advocate at UWG Health Services or an accessibility counselor at the UWG Counseling Center verifying that the student has a condition that will be better addressed by living off campus.

Military commitment

Required documentation is a copy of the student’s military paperwork showing the date that the student must report for active duty.

Other

Written narrative from the student describing the nature of the situation causing him/her to request a release from the Residence Hall Contract. The narrative should include: a discussion regarding how the student’s circumstances have changed since the signing of the Housing Contract, what makes the student’s situation extraordinary, why moving to another residence hall room and/or residence hall will not address these concerns, any UWG resources the student has used for assistance in addressing his/her concerns, and how living off campus will help the situation. Depending on the situation of concern, additional documentation might include: statements from employers, police reports, academic/personal records, and/or legal documents.
University of West Georgia
Department of Housing and Residence Life

Residence Hall Contract Release Request

I understand that submittal of these forms does not necessarily assume approval of my request for release from my housing contract.

Personal Contact Information:
Name: _______________________________ UWG ID #: 917- __________________
First Initial Last

Primary phone: ________________________

1. Cancellation for Semester(s) (select all that apply): Fall 20_____ Spring 20_____ Summer 20_____ 

2. Reason(s) for Contract Release Request (select appropriate areas):
Contract release categories are subject to administrative verification and require the student to supply additional documentation. Attach a written narrative detailing your need for contract release approval.

___ Family status change ___ Medical accommodation
___ Financial hardship (UWG physician/patient advocate/accessibility counselor email)
(UWG Enrollment Services)
___ Other ____________________

Please read and initial the following statements:

______ I understand this is a request for termination of a legally-binding contract. Termination is subject to approval by Housing and Residence Life at UWG. 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 Residence Hall Contract.

Do NOT make off-campus arrangements until you have received WRITTEN notice of approval from the Department of Housing and Residence Life.

______ I understand that if this Residence Hall Contract Release Request is granted, I may incur the cancellation and administrative fees as outlined in the Residence Hall Contract.

______ I acknowledge that I must attach a letter to the Department of Housing and Residence Life stating my detailed reason(s) for requesting a release from my contract.

Requesting Student Signature Required

My signature below indicates that I have reviewed the Housing Contract Appeals process, the definitions and required documentation and have submitted all the information necessary for review by the Housing Appeals Board. I further acknowledge that all information submitted is accurate and understand that falsification of such documentation could result in referral to the UWG Student Conduct Office, as well as reinstatement of the contract terms, rent charges, and fees.

____________________________________ __________________________
Student Signature Today’s Date

Disclaimer: The decision regarding your appeal has no impact on your meal plan. You will need to contact Auxiliary Services (678-839-6526) to be released from your meal plan. This appeal is forwarded as a courtesy from our office.