

## REQUEST TO TERMINATE HOUSING CONTRACT

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PRINT NAME \_\_\_\_\_ YSU ID \_\_\_\_\_

RESIDENCE HALL \_\_\_\_\_ DATE RECEIVED \_\_\_\_\_ RECEIVED BY \_\_\_\_\_

Please note this application is for **requesting** release from an existing housing contract. The housing contract is a legally binding agreement and you are expected to honor the terms of the agreement. When reviewing this request, information from the Housing & Residence Life staff, as well as the information provided on this application, will be taken into consideration.

### Instructions:

1. Complete this application and present the reasons for your request in an orderly, logical fashion. Provide specific information and make sure you have signed and dated the form or it will not be reviewed.
2. Clearly indicate whether or not you will remain in classes at YSU. This is important in the review process. Registration will be checked.
3. Any request related to or for a medical reason should be accompanied by supporting documentation on official letterhead by a licensed practitioner. Medical reasons must relate to living on campus.
4. Any request related to financial concerns should be accompanied by relevant supporting documentation (i.e. unemployment notice) and will require the review of your financial aid information.
5. Any request claiming you did not understand the contract was binding will not be considered.
6. Only cases of demonstrated hardship that have occurred since the signing of the housing contract will be considered.
7. You should consider any application as **“denied”** until you are notified it has been approved. Please consult the housing contract for details regarding housing charges. <https://ysu.edu/housing-and-residence-life/rates-and-contracts>
8. **Please note that you are not approved for release from your contract until you receive official written notification from the Office of Housing & Residence Life (this may be in the form of electronic correspondence.) It is strongly recommended you do not make alternative housing arrangements until you have received written notification that you have been released.**

Please initial here \_\_\_\_\_ indicating you have read and understand the instructions for completing this Application to Terminate Housing Contract.

### HOUSING REFUND SCHEDULE

If a student withdraws from the University or is released from the Contract prior to or during an academic semester all housing fees will be refunded according to the following schedule:

*Cancellation before Move-In Date: 100% Refund of Room & Board Fees*

*Cancellation before the end Week 1 of the semester: 80% Refund of Room & Board Fees*

*Cancellation before the end of Week 2 of the semester: 60% Refund of Room & Board Fees*

*Cancellation before the end of Week 3 of the semester: 40% Refund of Room & Board Fees*

*Cancellation before the end of Week 4 of the semester: 20% Refund of Room & Board Fees*

*Cancellation after Week 5 of the semester: 0% Refund of Room & Board Fees*



## REQUEST TO TERMINATE HOUSING CONTRACT

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Name \_\_\_\_\_ YSU ID# \_\_\_\_\_

Residence Hall \_\_\_\_\_ Room # \_\_\_\_\_

Phone # (where best to reach you) \_\_\_\_\_ E-Mail address \_\_\_\_\_

Home Address \_\_\_\_\_ City/State : \_\_\_\_\_

How many semesters have you lived on campus? \_\_\_\_\_

I am requesting to terminate my contract for the following semester(s):  
FALL 2023  
SPRING 2024

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**ONLY CASES OF DEMONSTRATED HARDSHIP THAT HAVE OCCURRED SINCE THE SIGNING OF THE HOUSING CONTRACT WILL BE CONSIDERED. ALL APPLICATIONS MUST BE APPROVED BEFORE CONTRACT IS TERMINATED.**

I will remain in classes at YSU:

Yes

No

I am requesting to terminate my housing contract for the following reason:

\_\_\_\_\_ Financial Hardship (documentation must be submitted)

\_\_\_\_\_ Graduation

\_\_\_\_\_ Medical (medical documentation must be submitted)

\_\_\_\_\_ Personal/Family Concerns

Transfer \_\_\_\_\_ Exchange Student \_\_\_\_\_ Study Abroad \_\_\_\_\_

\_\_\_\_\_ Withdrawing from all classes at YSU

If I am released from my housing contract and I remain in classes at YSU, I plan to live:

\_\_\_\_\_ At home, I plan to commute

\_\_\_\_\_ In Beuchner Hall /University Courtyard /Flats at Wick /University Edge

\_\_\_\_\_ Enclave/Campus Lofts or a fraternity/sorority house

\_\_\_\_\_ In an apartment or house close to campus

## **APPLICATION TO TERMINATE HOUSING CONTRACT**

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Name \_\_\_\_\_

### **PLEASE USE THE SPACE PROVIDED BELOW TO INDICATE YOUR REASONS FOR REQUESTING A RELEASE.**

The reasons you state are the basis for the decision on your application. It is important that you be concise, factual, and detailed in your written comments. Only cases of **demonstrated** hardship that have occurred since the signing of the housing contract will be considered and all applications **must be approved** before contract is terminated. Dissatisfaction of your current room assignment is not grounds for terminating a housing contract (please see your RA or Housing Coordinator for such issues). You can submit a typed addendum to this application if you prefer.

Please remember to include relevant supporting documentation necessary to consider your application. Providing these forms now will save time in the process.

### **STATEMENT OF UNDERSTANDING**

**I understand that this document is an application to request that my housing contract can be cancelled for the 2023-2024 academic year. If my request is denied I understand that I will remain obligated to abide by the contract and pay housing fees.**

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

(Only if student is under 18 years of age)