

REQUEST TO TERMINATE HOUSING CONTRACT

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 & financially 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 release is NOT guaranteed and you are not approved for release from your contract unless 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

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

SPRING

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

_____ Other (please outline on pg. 3 and provide documentation)

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

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. All supporting documentation must be on official letterhead.

STATEMENT OF UNDERSTANDING

I understand that this document is an application to request that my housing contract be cancelled. 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)