

Residence Hall Contract Release Request Form

Please review this Residence Hall Contract Release Form in its entirety for detailed release guidelines, policy, and procedures. Release from the Residence Hall Contract is subject to review by the Division of Housing and Food Service and its partner(s) units of and within The University of Texas at Austin. You will be notified of the status of your request within (10) ten business days of submitting this form with appropriate documentation. Requests will not be reviewed unless all necessary documentation is attached. Please refer to the reverse side of this form for release obligation specifics.

Date of Request: _____ Student Name: _____

EID: _____ Email: _____ Phone Number: _____

Housing Assignment:

(Residence Hall) (Room number)

Term from which you request release:

Fall 20____ Spring 20____ Summer I 20____ Summer II 20____

If approved I plan to check-out on _____ and understand that failure to do so will result additional charges and/or fees.
(Date)

Reason for Release Request (check applicable box and attach appropriate documentation):

- Not enrolling for the term listed above
- Withdrawal from The University of Texas at Austin *For Office Use Only: Withdrawal effective:* _____
- Called to active military duty
- University Dismissal *For Office Use Only: Dismissal effective:* _____
- Medical Condition
- Winter/Summer Graduation
- Academic Study Abroad
- Academic Co-op
- Internship
- None of the above: I understand that my reason for requesting a release is not allowed based on the Terms and Conditions of my Residence Hall Contract.

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY

- By completing and signing this Residence Hall Contract Release Request, I am stating that I have read and understood the Residence Hall Contract Release Guidelines, and that I wish to be released from my responsibility for my signed Residence Hall Contract.
- I understand that submission of this request does not guarantee that I will be granted a release from the Residence Hall Contract. If my request is not approved, I will be responsible for all housing and dining charges under the contract provisions.
- I understand that, if I am approved for a release from the Residence Hall Contract, I will be charged in accordance with my Residence Hall Contract and am responsible for liquidated damages and other charges outlined in the terms and conditions.
- If I am released from the contract and leave the university residence halls, I understand that I have relinquished my space. Should I later decide to live on campus, I must reapply for on campus housing.
- I understand that I will be charged for Dine In Dollars based on a per diem unless I have spent more than my per diem. In that case I will be charge the actual amount spent.
- I certify that the information provided with the Residence Hall Contract Release Form is accurate and that the submission of false documentation can be subject to disciplinary action by the University of Texas at Austin.

Office Use Only – Do Not Write Below This Line

Date Received: _____

Student Notification Date: _____

Approved _____

Liquidated Damages:\$ _____

Denied: _____

Residence Hall Contract Release Request Guidelines

The Residence Hall Contract is binding for the contract period. This contract is strictly adhered to with exceptions made only under special circumstances. Students who wish to request a release may do so by completing the reverse side of this document.

Contract Release Requests will NOT be granted for the following reasons:

- Financial Hardship
- Desire to commute from home
- Incompatibility with your roommate(s)/suitemate(s)
- Lack of understanding of the Terms and Conditions of the Residence Hall Contract
- Involvement in a lease off campus

The Process for Requesting a Release:

- The contract holder must obtain, complete and submit a Residence Hall Contract Release Request Form and all necessary documentation to the Division of Housing and Food Service.
- The request will be reviewed and a decision will be communicated to the contract holder via e-mail within (10) ten days.
- The contract holder may choose to vacate their on campus space pending a decision, but if the request is denied, the contract holder will remain a resident, be responsible for payments related to the Residence Hall Contract and will be required to complete an official check-out at the end of the contract period.
- If approved, contract charges will continue until the contract holder has removed all personal belongings from the room and returned the keys to the residence hall desk. Contract holders will be charged the cost for the period of residence.
- To request a spring semester release the contract holder must submit a Residence Hall Contract Release Request Form by November 15th to avoid a liquidated damages fee of \$300. Releases between semesters are granted for the purpose of Fall Graduation, end of semester withdrawals, transfers, Academic Study Abroad, and Academic Internships that require relocation.

<u>Reason for Requesting Release</u>	<u>Documentation Required upon submission of Request</u>
Not Enrolling in UT @ Austin	No official documentation required
Withdrawal from UT @ Austin	An official form or letter (UT letterhead) from a campus department. If you re-enroll in the University during the original Contract Period after canceling the Contract, you will be liable for all charges under the Contract accruing throughout the Contract Period plus \$300 in liquidated damages.
Military Duty	An official "Call To Duty" notification
University Dismissal	Contract Holders who are not permitted to continue in housing due to a University dismissal will be released from their Residence Hall Contract.
Medical Condition	A medical hardship release will be approved by The Division of Housing and Food Service, in its sole discretion, if the hardship is substantial, beyond the residents control and is documented and verifiable.
Graduation	Contract Holders are released from the Residence Hall Contract if the contract holder graduates from the University prior to the end of the contract period.
Study Abroad	Contract Holders accepted in an official study abroad program will be eligible for release from the Residence Hall Contract. An official letter/email indicating acceptance into the Study Abroad Program must be submitted. Contract Holders requesting to return for the upcoming semester must complete a housing application.
Internship	Contract Holders accepted in an academic internship program requiring relocation will be eligible for release from the Residence Hall Contract. An official letter/email indicating acceptance into the internship program must be submitted. Contract Holders requesting to return for the upcoming semester must complete a housing application.

The Process for Requesting Appeal of Denial:

If your Residence Hall Contract Release Request is denied and you would like to appeal the decision, please review the following information.

- The contract holder will need to request an appeal in writing to the DHFS Residence Hall Contract Release Appeals Committee via email (housing@Austin.utexas.edu) within five (5) business days from receipt of denial.
- All appeals will be forwarded to the DHFS Residence Hall Contract Release Appeals Committee in which:
 - The committee will review the initial supporting documentation
 - The committee may request to meet with the student or request additional documentation
 - The committee will make the final decision and notify the contract holder within 30 days of their appeal.

My signature below confirms that I have read and understand all the information listed on both sides of this form and as an AUTHORIZATION FOR LIMITED RELEASE OF STUDENT RECORDS

I, _____, UT EID _____, hereby authorize and permit Division of Housing and Food Service, The University of Texas at Austin, Austin, Texas ("UT"), or any UT representative that the Executive Director of the Division of Housing and Food Service authorizes to act on his or her behalf in connection with this authorization, to inquire, discuss or otherwise exchange information or documents relevant to my request to be released from my Residence Hall Contract with my parent(s)/representative(s), _____, as well as other University employees, who based on my written request reasonably appear to have knowledge of relevant facts. A copy of this authorization is agreed by the undersigned to have the same effect and force an original and this release shall apply until such time as a final decision is made concerning my request.

Student Signature: _____ Date: _____

Parental/Representative Permit (FOR STUDENTS UNDER THE AGE OF 18)

Signature: _____ Relationship: _____ Date: _____