REQUEST FOR RELEASE FROM HOUSING AGREEMENT
Guidelines and Procedures

1. Student should obtain a Request for Release from the Housing Agreement form from our website: http://housing.louisiana.edu/resources/applications-forms.shtml.

2. Complete the Request for Release form and gather the supporting information and documentation. It will be necessary for the student to adequately document the appeal. Supplying the information and documentation does not guarantee that the request for release will be approved; these are merely the minimal forms of documentation which are required in order for the case to receive the proper review and evaluation.

A. Documentation to be submitted for appeal requests based on MEDICAL reason(s) should include the following:
   - A typed letter from a qualified physician indicating onset of the medical problem including history of diagnosis, treatment dates, how it specifically affects the student’s ability to remain in any on-campus housing, and an explanation of how the alternative housing will remedy the medical concern.
   - If student is registered with Disabilities Services, a typed letter from the Director indicating how the medical problem specifically affects the student’s ability to remain in any on-campus housing, and an explanation of how the alternative housing will remedy the medical concerns.
   - Letter from the student indicating the situation.

B. Documentation to be submitted for appeal requests based on FINANCIAL reason(s) should include the following:
   - Information on the type of financial aid that student receives and in what amounts;
   - Copies of current savings, changes in job earnings since the change in circumstances, Social Security, bank loan(s) statements;
   - Letter from the student indicating contributions to their educational expenses, etc.
   - A notarized statement from a new landlord indicating the off-campus rental rate, length of lease, and a list of utilities included in the rental rate.

C. Documentation to be submitted for appeal requests based on WITHDRAWAL FROM UNIVERSITY reason(s) should include the following:
   - Information on the type of withdrawal from the university such as resignation, graduation, academic suspension, attending another institution;
   - Letter from the student indicating the situation for withdrawal from the university;
   - Supporting documentation from institution verifying academic status.

NOTE: All documented evidence should prove that a significant and unforeseen change has occurred since submitting the housing agreement that was outside of student/family’s control which precludes the student from fulfilling the housing contractual obligations in any on-campus facility. Please understand that it is the student’s responsibility to determine and provide all pertinent documentation for review.

3. Return the completed form along with the supporting documentation to the Housing Office, 705 W Taft Street. Request for Release forms that do not have the supporting documentation attached will not be accepted or forwarded for review.

4. Upon receipt of the form and all supporting documentation, the appeal will be forwarded to be reviewed.
5. The student will be notified of the decision within 10 class days after the appeal has been reviewed. Information regarding the decision will be sent by email to the student’s UL email account.

6. The decision of the Housing Office is final.

7. Students should **not** sign any type of contractual agreement with a landlord until they have received an official written notification of release.

8. If you should have any questions, please do not hesitate to contact the Housing Office at 482-6471.
REQUEST FOR RELEASE FROM HOUSING AGREEMENT  
University of Louisiana at Lafayette

Once the housing contract is signed, there is a financial responsibility for room and meal charges for the entire academic year. The signed Housing Agreement is a legal and binding document. However, the Housing Department is sensitive to individual extenuating circumstances which might result in a release from the Housing Agreement. Guidelines for release from the Housing Agreement are based on significant and unforeseen changes that have arisen that was outside of your/your family’s control since the Housing Agreement was completed.

When you signed the Housing Agreement, you acknowledged that you had read and agreed to the terms of the University of Louisiana at Lafayette Housing Agreement. You also acknowledged that the terms of the Agreement were for the entire contract period. Prior to completing this application, please certify that you have read Guidelines for Housing Agreement Appeal.

Application Date: ____________________________  Housing Agreement for: ____________________________

Name (last, first): _______________________________  CLID: _______________________________

Hall: ____________________________  Room: ____________________________

Email address: _______________________________  Cell#: _______________________________

If released, proposed new address (Street & Apt#): ____________________________________________

Please initial next to the reason for submitting the appeal. Note that documentation must accompany this form to support your claim. All documented evidence should prove that a significant and unforeseen change has occurred since submitting your housing agreement which precludes you from fulfilling your contractual obligation in any on-campus space. Additionally, supplying the documentation does not guarantee that your request will be approved.

_____ Medical – a typed letter from a qualified, non-related physician on official letterhead indicating the onset of medical problem since signing your Housing Agreement and how it specifically affects your ability to live in any residence hall on campus and specifically note how your proposed alternative housing will remedy your medical concern. Contact information for the physician must also be provided.

_____ Financial – information on what types of financial aid you receive and in what amounts, current savings, job earnings, Social Security, bank loan(s), letter from you indicating the amount of contributions being made to your education expenses, etc. Also, a notarized statement from a new landlord indicating the off-campus rental rate, length of lease, and a list of utilities included in the rental rate. Verification of FEMA loss, employment termination, etc. may also be required.

_____ Academic – information on the type of withdrawal from the university such as resignation, graduation, academic suspension, attending another institution; Letter from the student indicating the situation for withdrawal from the university; Supporting documentation from institution verifying academic status.

Do not sign a lease for any other living situation prior to receiving the result of your appeal. If you do, you may be financially responsible for both your existing Housing Agreement and the agreement signed with the new living arrangement.

The above information and any additional documentation are, to the best of my knowledge, true. I understand that the Student Code of Conduct states that a violation has occurred if a student “knowingly provides false information to a University official, including disciplinary hearing bodies.”

__________________________  ____________________________
Signature                        Date

Office Use Only
Student notified: by email  in person  over phone

Decision:  Approved  Denied  Denied, discipline

Amount charged:
Room ____________________________
Meals ____________________________
Deposit: returned  forfeited