

University of Massachusetts Dartmouth

Office of Housing & Residential Life

Housing & Dining Services (HDS) Contract Release Request Form

PLEASE PRINT OR TYPE THE FOLLOWING INFORMATION

STUDENT INFORMATION

Name: _____ SID: _____ Campus Phone: _____

UMass E-mail: _____@umassd.edu Cell Phone Number: _____

Current Housing Assignment: _____ Room _____ Building _____ Class Year: _____

IDENTIFY CONTRACT RELEASE REQUEST TYPE

- Release from Current Housing Contract
 Release from Current Dining Services Contract
 Release from BOTH Current Housing & Dining Services Contracts

CONTRACT RELEASE REQUEST INFORMATION

All requests will be reviewed by the HDS Contract Release Committee and decided on a case by case basis.

All requests must be accompanied by a summary of the reasons for needing or requesting release of contract.

Documentation supporting the contract release request must be submitted with the HDS Contract Release Request Form. Examples of supporting documentation include and are not limited to:

- A letter from a physician explaining in detail a student's inability to live in on-campus housing.
- Documentation supporting an unanticipated financial need or hardship arising after the student's housing contract was signed and how living off campus will alleviate that hardship.
- Documentation from the Registrar that demonstrates the student is enrolled in less than 12 credits.
- A copy of military orders which include the date a student is required to report for active duty.

I have included with this form:

Summary for Contract Release Request Supporting Documentation

I hereby state that the information I have provided in this Contract Release Request Form is accurate and honest to the best of my knowledge.

Student Signature: _____ **Date:** _____

Do not write in this space: Administrative Use Only

Committee Action: _____ Approve _____ Deny

Comments: