

# UIS Housing Contract Release Request

**Instructions:**

1. Fill out this form completely and with detailed information.
2. You must provide supporting documentation.
3. Return to your Area Director (LRH or HCOM) by the predetermined deadline.

Name: \_\_\_\_\_ Apt or Room #: \_\_\_\_\_  
UIN: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Desired Release Date: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Move out Date: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

I wish to be released from my housing contract for the following reason:

- Military assignment
- Graduation at the end of the current semester
- Applied Study Term requires me to move out of the area
- Leaving University of Illinois at Springfield (Transfer or withdrawal)
- Other (please explain in detail)

**Written Request**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

.....  
**For Office Use**

Request is:

- Approved without financial penalty
- Approved with financial penalty
- Pending: \_\_\_\_\_
- Denied

Approval subject to the following conditions:

- Security deposit of \$ \_\_\_\_\_ will be forfeited
- Housing charges totaling \$ \_\_\_\_\_ to be paid by \_\_\_\_\_
- Completion of proper check out no later then 5:00 p.m. on \_\_\_\_\_

\_\_\_\_\_  
Director of Housing \_\_\_\_\_ Date

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Week of Release \_\_\_\_\_ Response Sent \_\_\_\_\_ Contact Mgr Notified \_\_\_\_\_  
Credit Percentage \_\_\_\_\_ Move Brochure Sent \_\_\_\_\_ Roster Mgr. Notified \_\_\_\_\_