Contract Cancellation Request Form

Please Note: This request form is only an application for release from your Academic Year Housing Contract. You are not officially released from your contract until you receive WRITTEN notification/email from the Department of Residence Life (DRL). You should <u>never</u> enter into any additional off campus lease agreements until you have been officially notified of your release by DRL. DRL will keep any confidential information or supporting documents you submit, in confidence.

Name:	UIN:Meal Plan:		
Hall/Apt. and Room Number:	Anticipated Check Out Date:		
Forwarding Address			
City, State & Zip Code			
E-Mail Address:	Alternate E-Mail Address:		
Current Phone:()	Semester/Term of Cancellation:		

Please check and/or fill in appropriate rationale for release request. It is the resident's sole responsibility to attach all relevant supporting documentation necessary for this request to be fully considered. If not complete, forms will be held and not acted upon until all such documentation is received from the student. Submission of this form and supporting documentation does not constitute approval. All submitted information is subject to review and eventual decision by Director of Residence Life (or designee).

Educational Release

• Graduation – I am graduating at the end of the Fall Semester and will be leaving the University (*Student required to provide written documentation of graduation status by copy of their Degree Audit Report [DARS]*)

O Withdrawal from University/ Transfer

- ~ I am withdrawing from the University and not returning for the academic term/year, including all online courses (*Student required to provide documentation of withdrawal from UIS Records and Registration*)
- ~ I am transferring to another institution next semester (Student required to submit copies of acceptance letter from new institution with effective date of semester seeking contract release and/or class schedule)

O Internship/ Exchange Student/ Student Teaching/ Study Abroad

- ~ I am completing an internship requirement of my academic program for UIS credit (Student required to provide written documentation of enrollment for internship credit and signed copy of internship offer letter)
- ~ I am an exchange student and my academic term is concluding (*Student must provide documentation from sponsoring academic department or Office of International Programs*)
- ~ I am student teaching for the upcoming semester or participating in the study abroad program (*Student required to provide written documentation of such enrollment or program acceptance*)
- Academic Suspension I have been academically suspended from the University and not eligible to return for the academic term/year (*Student must appear on the suspension report received from UIS Records and Registration*)

Medical Release – I am requesting release from my housing contract due to a medical condition and/or health related issue. (Student required to provide written documentation on letterhead, signed by attending physician or other licensed medical professional (non-related) that includes the following: diagnosis, history of illness, prognosis, temporary or permanent condition. Note: Medical condition must be one, which keeps the student from living in a residential college community or from attending classes at UIS)

- □ Death in the Immediate Family I am requesting release from my housing contract due to a death in my immediate family during my current contracted dates with DRL. (Student required to provide written documentation death certificate, official obituary or death notice)
- □ Military Release I am requesting release from my housing contract due to being called to active duty with a branch of the United States Armed Forces. (Student is required to provide copy of their official, documented orders. Note: voluntary enlistment or call to training may not be grounds for release without penalty)
- □ **Marriage** I am requesting release from my housing contract due to my marriage during my current contracted dates with DRL. (*Student required to provide copy of marriage certificate*)

State your exact reason(s) for petitioning for release from your academic year contract. It is important that you be clear, concise, factual and thorough in your written comments. Please be sure to supply supporting documentation for your stated reasons. **Requests will only be considered when proper documentation is supplied**. Simply stating your reason for wanting to cancel does not validate or corroborate your request. You are welcome to attach additional pages or a letter if more space is needed. **Incomplete requests will be considered pending until supporting documentation is received, or request will be automatically denied**.

Please Note: If released, the student will be charged for housing until the date he/she actually checks out, or the date the petition is approved, whichever is later. All students released from the contract regardless of the reason, must check out of the unit following procedure in the Community Handbook. Checkout must take place within 48 hours of notification of approval. I understand that only written notification from DRL of a cancellation approval will terminate my contract.

Return completed form to:	n completed form to: UIS Department of Residence Life c/o Housing Contract Release Request 1 University Drive, MS HBC 1 Springfield, IL 62703-5407 217.206.7821 (fax) or reslife@uis.edu					
Signature of Student		Date Submitted (Month, Day, Year)				
Office Use Only						
Request is: □Approved wi		 Pending Additional Information Denied 				
	Check Out Date:					
Approval subject to the foll Security Deposit will be \Box for Cancellation Fee will be assert	orfeited □credited/re	funded held in abeyance applied to charges Amount:\$ Amount: \$				
Additional Housing pro-rated Notes:	charges totaling	% will be assessed.				
Director of Residence Life or 1	Designee	Date				
Response Sent	HMS Removal	Account Updated				