



Request for Release
From Housing Agreement & Contract

Office of Residence Life

GENERAL INSTRUCTIONS

This form is for requesting release from an existing contract/housing agreement. The housing contract is a legally binding agreement and you are expected to honor the terms of the agreement. There is no appeal process; all decisions are final.

- 1. Complete both sides of this form. Be sure to include all relevant information. Anything omitted will not be reviewed after a decision is made. If you need to include additional sheets to completely explain your circumstances, please do so.
2. You should consider any request denied until you are notified it has been approved. Note: if a request is approved, you could be liable for a minimum \$350 cancellation fee.
3. Please retain a copy for your records and submit the original application to the Office of Residence Life, 4001 W. McNichols, Shiple Hall 115, Detroit, MI 48221; or email to reslife@udmercy.edu
4. Please note that you are not approved for release until you receive official written notification from the Office of Residence Life (this may be in the form of electronic correspondence).

PLEASE PRINT

Today's Date: Student ID:

Name: Last First Mi

Date of Birth: Gender: F M Status: Double Single

Building and Room Number: Mailbox Number:

Permanent Address: Street City State Zip

Permanent Phone: Cell-phone Number:

E-mail Address: @udmercy.edu

I am applying for release for the following term(s). Please include the year for each term (i.e. 2017):

Fall Semester Winter Semester Summer Semester

RELEASE FROM THE HOUSING AGREEMENT: I am applying for a contract release for the following reason(s):

- Medical concern Graduating (Letter from Registrar's office required)
Study Aboard/Co-op Assignment Marriage (License required)
Transfer/Withdrawal from UDM Other (Please explain on back)

For Residence Life Use Only
Date Removed from Banner Amount Charged \$
Notified: Student Dining Services Health Center
SAO Put in Spreadsheet Changed on Floor Chart

Please continue on the back

Please use the space provided below to describe your reasons for requesting a contract release. Attach additional sheets if needed. It is important that you include ALL relevant information that you want considered in the decision. Anything omitted from this application will not be taken into consideration after a decision is made. All decisions are final. There are no appeals. Only cases of demonstrated hardship that have occurred since the signing of the residence hall agreement/contract will be considered.

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**I acknowledge that all information contained on this request is true.**

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

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**Return to the Office of Residence Life, 4001 W. McNichols, Detroit, MI 48221 Email- [reslife@udmercy.edu](mailto:reslife@udmercy.edu) Phone: (313) 993-1230**

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**For Office Use Only**

**Fees**

Approved  Reason: \_\_\_\_\_ \$ \_\_\_\_\_.

Denied  Reason: \_\_\_\_\_ \$ \_\_\_\_\_.

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_