

**PETITION FOR RELEASE FOR UNIVERSITY SPONSORED ACTIVITY**

Dear Residence Hall Student,

Attached is a petition for release from your residence hall contract. The residence hall contract you signed is a legally binding contract. All residence hall contracts are for a full academic year (both fall and spring semesters). However, a process is available for an administrative release from your contract in certain circumstances as defined below.

Please carefully read the attached Contract Release Documentation Guidelines and fill out the petition as thoroughly as possible. Please include all required documentation. Requests submitted without documentation will not be processed or denied. This form is for the following types of release requests:

- **Study Abroad/Study Away**
- **Internship/Clinical/Student Teaching at a location greater than 50 miles away**
- **Regional Campus transfer**

You must provide proof of participation in the University sponsored activity from the appropriate college, department, or campus organization. Documentation must include the dates of the activity involvement. For a regional campus transfer, you must provide a copy of your future FlashLine schedule showing all registered hours at one of the seven regional campuses. Students being released for Study Abroad/Study Away or an Internship will be required to comply with the University Housing policy upon returning to the University, if applicable. For students seeking Greek housing, please refer to Greek Housing Release document available here - <https://www.kent.edu/housing/petition-contract-release>

When complete, submit all materials to room 0133 in Korb Hall. The office is open Monday-Friday, 8am-5pm. The Department of Residence Services will then make a decision on your request for a contract release as soon as possible. The decision will be sent to your KSU FlashLine email account.

Please know that **if approved**, you are required to complete an official checkout with a staff member. If you fail to officially check out of your assigned residence hall space before your spring housing contract date begins, you will be responsible for all housing costs from the beginning of the semester through the actual date of check out.

If you have any further questions, please contact your Residence Hall Director, Area Coordinator, or University Housing at (330) 672-7021.

Sincerely,

Daniel Shonk  
Associate Director, Assignments  
University Housing

