

*We create safe and inclusive communities that foster student success.*

## PETITION FOR CONTRACT RELEASE OVERVIEW

Greetings!

The [Residence Hall Contract for Room and Dining Plan](#) is a legally binding contract. The contract is for the full academic year, both fall and spring semesters.

While it is uncommon and intrusive, there is a process available for an administrative release. The process is reserved for those who have a **significant and unforeseen change** that occurred after the contract period began that prevents you from upholding your contractual obligation.

The process to demonstrate a **significant and unforeseen change** is done through the ***Petition for Contract Release***. The contract cannot be terminated solely for the purpose of living off-campus or in order to commute from home. While this process can be initiated at any time, students should be aware of the housing forfeiture schedule when submitting their petition. The Housing Forfeiture Schedule is outlined in the Residence Hall Contract for Room and Dining Plan. Of note, there are no refunds after week four each semester.

Please carefully read the Petition for Contract Release Documentation Forms for the type of release applicable to your situation. Documentation is required and must be submitted in full for the release to be considered. Directions for the documentation needed can be found on the form related to your situation type.

University Housing will determine a response to your request within 14 days of receiving your request. If approved, the date your petition was submitted will be used for the forfeiture schedule (if applicable). The decision will be sent to your Kent State email account.

If you have any questions, please contact your RHD/AC, accounting office at (330) 672-7021, or the Assistant Director, Residential Communities assigned to your residence hall (below).

### Go Flashes!

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Assistant Director, Residential Communities  
Centennial Court A/B, Centennial Court C/D, Centennial Court E/F, Prentice/Dunbar, and Engleman  
[vpurdy@kent.edu](mailto:vpurdy@kent.edu)

**John =**

Interim Assistant Director, Residential Communities  
Allyn/Clark, Fletcher/Manchester, Lake/Olson, and Stopher/Johnson  
[jhummell@kent.edu](mailto:jhummell@kent.edu)

**Ani Solomon**

Assistant Director, Residential Communities  
Beall/McDowell, Korb/Leebrick, Koonce, and Wright  
[asolom10@kent.edu](mailto:asolom10@kent.edu)



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**PETITION FOR CONTRACT RELEASE COVERSHEET**

\*\*\*THIS COVERSHEET IS TWO (2) PAGES AND MUST BE INCLUDED WITH DOCUMENTATION\*\*\*

Before you begin the Petition for Contract Release process, be sure to read the Petition for Contract Release Overview. When ready, please fill out this form. All requests must include this form, appropriate supporting documentation, and a typed narrative to explain the situation and documentation.

Name: \_\_\_\_\_ KSU ID #: \_\_\_\_\_

Permanent Address: \_\_\_\_\_ Residence Hall and Room #: \_\_\_\_\_

\_\_\_\_\_ KSU Email: \_\_\_\_\_

\_\_\_\_\_ Phone #: \_\_\_\_\_

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**Please include a checkmark next to the situation prompting your request.**

**Don't forget to sign the Student Acknowledgement on the next page of this coversheet!**

\_\_\_\_\_ **Medical Situation:** for a medical situation, you must have a signed, detailed explanation from your Medical/Health Provider outlining why the on-campus housing options are no longer feasible. The Health Professional must explain the circumstance causing this change and why it is necessary to move out of the residence halls during the contract period. *Please note on-campus housing has a variety of room types including single rooms and apartment style options.*

\_\_\_\_\_ **Financial Situation:** for a financial situation, you must provide documentation to verify a significant, financial change that prevents you from fulfilling the contract. If you are a dependent, the financial change must consider your family unit. The documentation must show a date after the contract period began. Examples of documentation include a parent/guardian's employment status change or a significant, unexpected medical or home repair expense. *Please note financial change verification requires you to verify options for additional student aid by visiting the One Stop for Student Services.*

\_\_\_\_\_ **Extenuating Circumstances:** for extenuating circumstances, you must have a typed narrative of the reason for your request to be released and documentation that supports the request. Active military duty, deployment, marriage, or child raising responsibilities are examples of extenuating circumstances.

# STUDENT ACKNOWLEDGMENT

I understand that the [Residence Hall Contract for Room and Dining Plan](#) is a legally binding contract. The contract is for the full academic year (both fall and spring semesters) or the balance thereof.

I understand the [University policy regarding student housing](#) and furthermore understand it is my responsibility to provide any and all information pertinent to my situation as it relates to the situation prompting this Petition for Contract Release.

I also understand submission of this petition does not ensure an approved contract release, only proper review and evaluation by University Housing. Presentation of falsified information may be referred to the appropriate office or to the Office of Student Conduct.

**Completed Petition for Contract Release requests** can be submitted in one of the methods listed below. Please remember documentation is required and must be submitted in full for consideration.

University Housing will determine a response to your request within 14 days of receiving your request. If approved, the date your petition was submitted will be used for the forfeiture schedule (if applicable). The decision will be sent to your Kent State email account.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## SUBMIT COMPLETED PETITIONS TO ONE OF THE FOLLOWING:

Email: [housing@kent.edu](mailto:housing@kent.edu)

In person at the University Housing main office located in Korb Hall

By Fax: 330-672-2579

### ---- University Housing ONLY ----

Date & Name of Staff Member Receiving Form: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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**PETITION FOR CONTRACT RELEASE – REVIEW OF FINANCIAL AID STATUS**

\*\*\*This form includes three sections and may print front/back or as two pages\*\*\*

**Section One:**

Name: \_\_\_\_\_

KSU ID #: \_\_\_\_\_

Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

**Section Two:**

Choose one of the following options by circling A or B, then follow and complete the steps under that section.

- A. **I have been awarded at least one of the following: grant, scholarship, tuition waiver or student loan.** If this is your selection, please attach the printout of your financial aid awards with this Petition for Contract Release documentation. To print your Financial Aid Award, log on to FlashLine at <https://login.kent.edu>
  - 1) Choose the Student tab on the left column
  - 2) Under Finances tab click on Financial Aid
  - 3) Select "Financial Aid Awards"
  - 4) Choose the Award Year from the drop-down box and click Submit
  - 5) Click on the Award Overview tab
  - 6) Click in the Print button (highlighted in blue)

**STOP** – if you selected **A**: You do **NOT** need **Section Three** completed by the One Stop for Student Services. Attach this signed *PETITION FOR CONTRACT RELEASE – REVIEW OF FINANCIAL AID STATUS* and the printout of your Financial Aid Awards to your *Petition for Contract Release* application and submit to Residence Services.

- B. **I will not apply for FAFSA, scholarships, tuition waivers or alternative loans and/or I am not eligible to receive financial aid and/or awarded financial aid. I certify I have not received any financial aid awards as of the date listed above.**

Student Signature: \_\_\_\_\_

If you selected option **B**: Required: KSU email: \_\_\_\_\_

Submit this form with your signature to the One Stop for Student Services. After **Section Three** is completed, One Stop will return this form to your Kent State email. Attach this completed form with your *Petition for Contract Release* application and submit to University Housing via submission instructions on the application.

Options for submitting this form to the One Stop: One Stop Document Drop Box – 1<sup>st</sup> Floor Library • (Fax) 330-672-6001 • *Contact Us* form at [www.kent.edu/onestop](http://www.kent.edu/onestop) • (Mail) One Stop for Student Services, PO Box 5190 Kent, OH 44242-0000

**Section Three:**

**TO BE COMPLETED BY THE ONE STOP FOR STUDENT SERVICES (only if you selected option B above)**

\_\_\_\_\_ **This student is awarded financial aid and is viewable on the Student's FlashLine account**

\_\_\_\_\_ **This student is not receiving federal student aid because:**

\_\_\_\_\_ the student has not applied for federal student aid, received scholarships, tuition waivers

\_\_\_\_\_ the student's application for federal student aid is partially complete

( ) documents submitted for review/processing      ( ) documents still required

\_\_\_\_\_ the student is currently ineligible for federal student aid

One Stop Staff Member: \_\_\_\_\_ Date: \_\_\_\_\_

One Stop Staff Title: \_\_\_\_\_ Emailed Student Completed Form: \_\_\_\_\_

*Please note this is only part of the petition for contract release process and NOT a guarantee of approval. Falsification of information on these forms will result in being denied and possibly referred to disciplinary action.*

All completed applications need returned to Residence Services:

**-In person at Korb Hall**

**-By mail:**

Kent State University

University Housing

PO Box 5190

Kent, OH 44242

**-By Fax: 330-672-2579**

**-Email: [housing@kent.edu](mailto:housing@kent.edu)**