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. The types of releases are summarized below.

**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 is 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.

The Department of Residence Services 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, the accounting office at (330) 672-7021, or the Assistant Director, Residential Communities assigned to your residence hall.

Go Flashes!

Tess Hawk  
Assistant Director, Residential Communities  
Centennial Court A/B, Centennial Court C/D, Centennial Court E/F, Prentice/Dunbar, and Verder/Engleman  
tcardoza@kent.edu

Sharon Jackson  
Assistant Director, Residential Communities  
Allyn/Clark, Fletcher/Manchester, Lake/Olson, and Stopher/Johnson  
sjacks79@kent.edu

Ani Solomon  
Assistant Director, Residential Communities  
Beall/McDowell, Korb/Leebrick, Koonce, and Wright  
asolom10@kent.edu
We create safe and inclusive communities that foster student success.

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 #: ___________________________________________

----------------------------------------------------------------------------------------------------------------------------------------

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 Residence Services. 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.

The Department of Residence Services 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

In Person at Residence Services Main Office located in Korb Hall

By Fax: 330-672-2579

---- RESIDENCE SERVICES ONLY ----

Date & Name of Staff Member Receiving Form: __________________________________________________________

Special Instructions:______________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
We create safe and inclusive communities that foster student success.

PETITION FOR CONTRACT RELEASE – REVIEW OF FINANCIAL AID STATUS

***this form includes three sections and may print front and back or as two pages***

ONE STOP FOR STUDENT SERVICES MUST COMPLETE THIS FORM.
IF YOUR PETITION IS NOT FOR A FINANCIAL SITUATION THIS FORM SHOULD NOT BE COMPLETED.

Section One:

Name: ___________________________________________  KSU ID #: ___________________________________________

Section Two:

Please choose one of the following options by circling the A or B:

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 my financial aid awards with my 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)

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

Student Signature:__________________________________________ Date:____________________________

Attention Student: please complete sections one and two of this form. If you are not visiting the One Stop for Student Services
in person, you must also select an option below for how to receive the completed form.

(   ) Pick-up at One Stop (48-hour processing)  (   ) KSU email:___________________________________________
Section Three:

<table>
<thead>
<tr>
<th>TO BE COMPLETED BY THE ONE STOP FOR STUDENT SERVICES</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th></th>
<th>This student is awarded financial aid and is viewable on the Student’s FlashLine account</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>This student is not receiving federal student aid because:</td>
</tr>
<tr>
<td></td>
<td>the student has not applied for federal student aid, received scholarships, tuition waivers</td>
</tr>
<tr>
<td></td>
<td>the student’s application for federal student aid is partially complete</td>
</tr>
<tr>
<td></td>
<td>(   ) documents submitted for review/processing (   ) documents still required</td>
</tr>
<tr>
<td></td>
<td>the student is currently ineligible for federal student aid</td>
</tr>
</tbody>
</table>

One Stop Staff Member: ____________________________ Date: ______________

One Stop Staff Title: ____________________________ Student Notified Form Complete: _______