

CLARION UNIVERSITY

Center for Residence Life Services
218 Becht
814-393-2352
reslife@clarion.edu
Reinhard Villages
159 University Blvd
814-226-4740

CONTRACT RELEASE REQUEST Fall 2016 – Spring 2017

Please read this form thoroughly before submitting request (this form is for individuals who applied for the **Fall 2016 & Spring 2017 Academic Year** and are requesting a release from said contract). **We strongly encourage that you not make arrangements to live off-campus until you have received a written response from our office informing you of any financial obligations.** Contract cancellation fees are listed on the back.

Please Print:

_____ Last Name First Name MI ID Number

_____ Current Room/Hall/Reinhard Villages Apt Cell Phone # Clarion Email Address

_____ Permanent Mailing Address City State Zip Home Phone #

Semester for which release is being requested: **2016 Fall** **2017 Spring**

Age _____ Current Classification: FR SOPH JR SR Other Current # hours enrolled _____

Have you applied for financial aid? __ Y __ N

Please check one (return completed form to: **Center for Residence Life Services – 218 Becht Hall**):

___ I am graduating or participating in an education program that requires out-of-town residency and did not request a one-semester premium lease (supporting documentation required)

___ I have withdrawn or transferred and am no longer a registered student at Clarion University – main campus

___ I am on academic suspension

___ I am a student not bound by the University housing requirement and wish to live off-campus

___ Other: _____

Please provide a separate letter and/or documentation if necessary to support request.

Signature: _____ Date: _____

-CANCELLATION FEES LISTED ON BACK -

TENTATIVE CANCELLATION FEES:

- If you CANCEL **on or before December 18, 2015**, you will forfeit the \$200 application fee but will not be charged a cancellation fee.
- If you CANCEL between **December 19, 2015 through June 30, 2016**, you will be charged a \$500 cancellation fee.
- If you CANCEL between **July 1, 2016 through the end of drop/add for Fall 2016**, you will be charged a \$1,000 cancellation fee.
- If you CANCEL **within the Fall semester 2016**, you will be charged a \$2,000 cancellation fee.
- If you CANCEL **for Spring 2017 semester** only, the following cancellation charges will apply –
 - cancellation **prior to the end of drop/add for Spring 2017** will result in a \$1,000 cancellation fee (whether academic year contract or spring only contract).
 - cancellation **within the Spring 2017 semester** will result in \$2,000 cancellation fee.

FEES ARE ASSESSED BY DATE FORM IS RECEIVED, NOT BY SIGNATURE DATE

Return completed forms to: Center for Residence Life Services – 218 Becht

FOR OFFICE USE ONLY: Approved Pending Reviewer's Initials: _____

Reviewer's Comments: _____

Academic Hours Completed: _____ GPA: _____ WD/Cancellation Date: _____

	Initials	Date
Sent letter/email		
HMS - cancelled assignment		
JC - remove access		
BEST - remove access		
FT Transactions assessed		
Added to "Room Change" sheet		
Other:		
Recorded in CRR Date & filed		