

# CLARION UNIVERSITY

Center for Residence Life Services  
218 Becht  
814-393-2352  
[reslife@clarion.edu](mailto:reslife@clarion.edu)  
Reinhard Villages  
159 University Blvd  
814-226-4740

## CONTRACT RELEASE REQUEST 2017-2018 Academic Year

Please read this form thoroughly before submitting request (this form is for individuals who applied for the **2017-2018 academic year** and are requesting a release from the housing contract).

***The housing contract is a binding legal contract and you will NOT BE released from your contract unless you are no longer attending Clarion University. Depending upon the date you leave the University and cancel housing, cancellation fees may apply and are listed on the back.***

_____	_____	_____	_____
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: **2017 -2018 academic year**

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\_\_\_ I have withdrawn or transferred and am no longer a registered student at Clarion University – main campus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

\_\_\_ Other: \_\_\_\_\_

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

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

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

**-CANCELLATION FEES LISTED ON BACK -**

**As per the housing contract, releases will only be granted if the student no longer attends the University due to withdrawal, academic suspension, or approved study abroad programs. Cancellation fees will be determined based on the date of cancellation outlined below.**

**Cancellation rates for students that are no longer attending Clarion University Fall 2017 semester:**

- Incoming freshmen or new students to Clarion who do not attend the University will not be charged a cancellation fee, but will lose their \$200 application fee.
- Returning students and students who enter into the contract for the academic year but are no longer attending the University:
  - Cancellations between the signup date and June 30, 2017 will not be charged a cancellation fee, but will lose the \$200 2017-2018 Housing application fee (if applicable).
  - Cancellations that occur between July 1, 2017 and the end of Fall 2017 semester drop/add period defined by Clarion University at <http://www.clarion.edu/academics/academic-calendar.html>, will incur a \$500 cancellation fee minus any paid \$200 2017-2018 Housing application fee (if applicable).
  - After the Fall 2017 semester drop/add period, the housing cancellation fee will follow the University refund policy (<http://www.clarion.edu/tuition-and-financial-aid/billing-and-payments/refunds.html>) outlined below:
    - 100% refund of the housing fee through week 1 drop period
    - 80% refund of the housing fee through week 2
    - 60% refund of the housing fee through week 3
    - 50% refund of the housing fee through week 4
    - 40% refund of the housing fee through week 5
    - 0% refund of the housing fee after week 5

**Cancellation rates for students that are no longer attending Clarion University Spring 2018 semester:**

- Incoming freshmen or new students to Clarion who do not attend the University will not be charged a cancellation fee, but will lose their \$200 2017-2018 Housing application fee.
- Returning students and students who enter into the contract for the spring semester but are no longer attending the University:
  - Cancellations from week 6 of the Fall 2017 semester through December 31, 2017 will be charged \$500.
  - Cancellations that occur between January 1, 2018 through the end of Spring 2018 semester drop/add will incur a \$1000 cancellation fee.
  - Cancellations that occur after Spring 2018 semester drop/add period defined by Clarion University at <http://www.clarion.edu/academics/academic-calendar.html> will be responsible for the full spring 2018 semester housing 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		
Recorded in CRR Date & filed		