

CLARION UNIVERSITY

Center for Residence Life Services

218 Becht

814-393-2352

reslife@clarion.edu

CONTRACT RELEASE REQUEST

Fall 2018 – Spring 2019

*Please read this form thoroughly before submitting request (this form is for individuals who applied for the **Fall 2018 & Spring 2019 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: **2018 Fall** **2019 Spring**

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

Have you applied for financial aid? ___ Y ___ N

Please check reason for your request:

___ 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)

___ Withdrew and will be no longer registered as a student at Clarion University. I understand that by signing this form, my classes for the term indicated above will be cancelled and the Registrar's Office notified.

___ Transferring and will no longer be a registered student at Clarion University, main campus. I understand that by signing this form, my classes for the term indicated above will be cancelled and the Registrar's Office notified.

___ Academic suspension

___ Other: _____

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

Signature: _____

Date: _____

-CANCELLATION FEES LISTED ON BACK -

CANCELLATION FEES:

Once you have accepted the Housing Contract terms, completed and electronically signed the Housing Contract and paid the \$200 non-refundable application fee (if applicable), you are financially obligated for the entire 2018-2019 academic year.

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 the Fall 2018 semester:

- Incoming freshmen or new students to Clarion that do not attend the university will not be charged a cancellation fee, but will lose their \$200 application fee.
- Cancellations that occur between July 1, 2018 and the end of Fall 2018 semester drop/add period defined by Clarion University at <http://www.clarion.edu/academics/academiccalendar.html>, will incur a \$500 cancellation fee minus any paid \$200 2018-2019 Housing application fee (if applicable).
- After the Fall 2018 semester drop/add period, the housing cancellation fee will follow the University refund policy (<http://www.clarion.edu/tuition-and-financial-aid/billing-andpayments/refunds.html>) outlined below:
 - 100% refund through week 1 drop period
 - 80% refund through week 2
 - 60% refund through week 3
 - 50% refund through week 4
 - 40% refund through week 5
 - 0% refund after week 5

Cancellation rates for the Spring 2019 semester:

- Incoming freshmen or new students to Clarion that do not attend the university will not be charged a cancellation fee, but will lose their \$200 2018-2019 Housing application fee.
- Returning students and students who enter into the contract for the spring semester:
 - Cancellations from week 6 of the Fall 2018 semester through December 31, 2018 will be charged \$500.
 - Cancellations that occur between January 1, 2019 through the end of Spring 2019 semester drop/add will incur a \$1000 cancellation fee.
 - Cancellations that occur after Spring 2019 semester drop/add period defined by Clarion University at <http://www.clarion.edu/academics/academic-calendar.html> will be responsible for the full spring 2019 semester housing charge.

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		