

# CLARION UNIVERSITY

Residence Life Services

218 Becht

814-393-2352

[reslife@clarion.edu](mailto:reslife@clarion.edu)

## CONTRACT RELEASE REQUEST

Fall 2019 – Spring 2020

*Please read this form thoroughly before submitting request (this form is for individuals who applied for the **Fall 2019 & Spring 2020 Academic Year** and are requesting a release from said contract). **We strongly encourage that you do 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: **2019 Fall** **2020 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 2019-2020 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 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 application fee.
- Cancellations that occur between July 1, 2019 and the end of Fall 2019 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 2019-2020 Housing application fee (if applicable).
- After the Fall 2019 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 2020 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 2019-2020 Housing application fee.
- Returning students and students who enter into the contract for the spring semester:
  - Cancellations from week 6 of the Fall 2019 semester through December 31, 2019 will be charged \$500.
  - Cancellations that occur between January 1, 2020 through the end of Spring 2020 semester drop/add will incur a \$1000 cancellation fee.
  - Cancellations that occur after Spring 2020 semester drop/add period defined by Clarion University at <http://www.clarion.edu/academics/academic-calendar.html> will be responsible for the full spring 2020 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		