

Housing Contract Exemption & Release Form

Student Name:

JWU ID: **J**

Phone #:

Email:

Requesting Release For Following Term(s): Fall Winter Spring
[For Contract Release Requests Only - Not For Current Term]

Students are advised that exemptions/releases from housing contracts are granted only in situations involving *extreme* or *unusual* circumstances, the nature of which would *prohibit* living on campus or impose a *severe hardship* on the student. A desire to experience off campus living is not considered an acceptable reason for an exemption/release request. **Students are cautioned against signing legal documents for off campus housing until receiving an official decision.**

**Are You an Incoming Student
(not currently living on campus)?**

Complete **SECTION 1 ONLY**

SECTION 1

Housing Exemption: New Students Only

Reason for requesting housing exemption: Check appropriate box(es)

I am 21 years of age or older Birthdate:

I am transferring from another college (after h.s.)*:

Name of College:

I am transferring from another JWU campus

I am a single parent

I am married or have a domestic partner*

I am living with an adult relative 50 miles or less from the Charlotte Campus (as determined by MapQuest)*

* - Requires supporting documentation (college transcripts, copy of marriage license, signature/address of relative student is residing with, etc). **Forms without required documentation will not be reviewed.**

Signature of Adult Relative (that student is residing with, if applicable)

Relative's Address:

City: State: Zip Code:

By signing below, I hereby affirm that all information provided on this form, in my supporting documentation and any oral statements given to support my request above are truthful and accurate to the best of my knowledge. If it is found that I have provided false information, I confirm my understanding that I may be subject to being assessed current room and board fees and/or review by the Department of Student Conduct. I have also reviewed and accepted the terms and conditions included with this form.

Student Signature

**Are You a Current Student
(currently living on campus)?**

Complete **SECTION 2 ONLY**

SECTION 2

Contract Release: Current Students Only

Please provide a typed signed letter explaining the reason(s) for this request.

Reason for requesting contract release: Check appropriate box

Medical

Student must provide signed supporting documentation from his/her attending physician that includes diagnosis, treatment plan and prognosis. The attending physician must also indicate that living on-campus would adversely affect the student's medical condition. ***This documentation should be sent directly to: The Center for Academic Support (CAS), 801 West Trade Street, Charlotte, NC 28202.*** The CAS Director will evaluate the documentation, maintain it's confidentiality and make a recommendation to the release committee on whether the documentation warrants a contract release. In some cases, the CAS Director may consult with JWU medical staff for specific questions regarding documentation. Student must submit written letter to release committee providing support for release request under this category.

Financial

Student should speak with their JWU Financial Planning Counselor who will provide supporting documentation to the release committee. This documentation will include the student's current financial needs, cost of living on-campus vs. off-campus and any other documentation deemed necessary by the release committee to make a complete evaluation of the student's financial status. Students must demonstrate a financial hardship. Note: Less expensive housing off campus does not constitute a financial hardship.

Other Extenuating Circumstances

Students requesting a contract release under this category must provide the committee with supporting documentation from parents or others to support a student's release review.

Date:

Return Form to: **Department of Residential Life,
Attn: Housing Exemption & Release Committee**
801 West Trade Street, Charlotte, NC 28202

Office: 980.598.1800
Fax: 980.598.1802
www.jwu.edu/charlotte/reslife

Terms & Conditions of Housing Contract Exemptions & Releases

Johnson & Wales University Charlotte has a two-year residency requirement for new students. New students are required to live on-campus for their first two years of enrollment in Cedar Hall North, Cedar Hall South or City View Towers. Please refer to the Accepted Student Guide, Student Handbook or Guide to On-Campus Living for more information about this residency requirement.

1. All requests for housing contract exemptions and/or releases must be documented using this form. Requests will not be taken via email, telephone or mail.
2. Incomplete forms will not be reviewed.
3. Supporting documentation, if required or necessary, must be included with this form. **Exception:** Students requesting a medical release should send supporting documentation directly to the Center for Academic Support, 801 West Trade Street, Charlotte, NC 28202.
4. Forms for the purpose of a housing contract release must be received Residential Life no later than the **8th week of the term prior to the term you are requesting release**. Forms received after the 8th week will not be reviewed.
5. The committee will review all requests after the 8th week. No early reviews will take place.
6. Students have the right to request to meet with the release committee in person. If a student wishes to exercise this right, they must contact the Director of Residential Life.
7. The student will be notified of the committee's decision via email as soon as possible.
8. Students approved for a contract release will be required to vacate their assigned building no later than the date indicated in the decision notice. Students are responsible for making the appropriate check-out arrangements with their Resident Assistant. Refer to the "*Guide to On-Campus Living in Residence Halls*" or "*Guide to On-Campus Living in University Apartments*" for proper check-out procedures. Students who fail to follow the outlined procedures will be subject to charges to their student account.
9. Students who vacate their assigned building without obtaining an official decision from the release committee will continue to accrue room and board charges to their student account.
10. All contract releases are effective for the future term(s) with the exception of medical releases. Students released from their housing contract under a medical release will continue to accrue room and board charges until their official move-out date, as documented on their *Student Data Form* and/or *Room/Apartment Condition Report*.
11. Students seeking an appeal of the committee's decision must do so by submitting a written or emailed request to the Dean of Students within 3 business days of receiving the committee's decision. Requests for appeal will not be taken over the phone.

Requests for appeal may only be made on 1 of 2 grounds:

- New information (not withheld) that was not available at the time of the committee's decision has surfaced, supporting your review request.
- Procedures for review of your request were not followed.