

For students interested in leaving Housing at the end of Fall Semester 2011:

All students who want to break their housing contract must make a request to Housing & Residence Life in writing for the Housing Contract Review Board to consider their request.

The housing contract requires students to stay in University Housing for both semesters unless they are leaving/withdrawing from the University. (Students leaving/withdrawing from YSU still need to fill out the Request to Leave University Housing form).

The Housing Contract Review Board has been established to allow students who have legitimate reasons (such as medical issues or documented financial hardship) to move out of housing by getting released from their contract. Students are asked to provide verification supporting their request to be released.

If a student plans on remaining enrolled at YSU, but would like to petition the Housing Contract Review Board to be released from their contract, s/he needs pick up a form from the Office of Housing & Residence Life or download it from the Housing website at <http://housing.ysu.edu>, fill it out, and turn it in no later than November 4, 2011 for priority consideration or no later than November 21, 2011 for a decision prior to the start of spring semester.

If a student leaves University Housing without being released by the Housing Contract Review Board, their housing contract will be enforced. This means they will be billed for room and board charges through spring semester.

Please contact the Office of Housing & Residence Life at (330) 941-3547 if you have any questions.

(See page 2 of this pdf file for the actual Request to Leave University Housing form.)



Housing and Residence Life

Date Received: _____

By: _____

REQUEST TO LEAVE UNIVERSITY HOUSING

Name _____ Building & Room # _____

YSU ID# _____

Phone # (where best to reach you) _____ E-Mail address _____

Date requested to be released from University Housing Contract _____

1. CHECK THE ONE THAT APPLIES TO YOU:

A. I will **not be enrolled** at YSU because I am...

- _____ Graduating
- _____ Transferring
- _____ Withdrawing
- _____ Other (please explain):

B. If my request is granted I will **remain enrolled** at YSU but will live...

- _____ At home, I plan to commute
- _____ In Beuchner Hall, University Courtyard, or Flats at Wick
- _____ In a fraternity/sorority house
- _____ In an apartment or house close to campus
- _____ Other (please explain): _____

2. REASONS FOR ASKING THE HOUSING CONTRACT REVIEW BOARD TO RELEASE YOU FROM YOUR HOUSING CONTRACT*:

- A. _____
- B. _____
- C. _____

* Please state brief reasons here and elaborate as much as possible on the back of this form. You can also submit a typed/written addendum if you prefer.

3. STATEMENT OF UNDERTANDING

I understand that this document is a request to the Housing Contract Review Board to be released from my YSU Housing contract. If my request and (sub sequential) appeal is denied by the board I understand that I will remain obligated to abide by the contract.

Student Signature _____

Date _____



Housing and Residence Life

JUSTIFICATION TO LEAVE UNIVERSITY HOUSING

Name _____ Building & Room # _____

4. PLEASE DESCRIBE IN DETAIL WHAT HAS CHANGED SINCE YOU SIGNED YOUR HOUSING CONTRACT AND WHY YOU ARE REQUESTING TO BE RELEASED FROM IT. PLEASE INCLUDE COPIES OF FORMS OF VERIFICATION THAT WOULD SUBSTANTIATE INFORMATION PERTAINING TO YOUR REQUEST. PROVIDING THESE FORMS WILL SAVE TIME IN THE PROCESS. THANK YOU.

Lined area for writing the justification.

FOR HOUSING & RESIDENCE LIFE OFFICE USE ONLY:

ACTION TAKEN: