

**Contract Release Application
Housing and Residence Life Office**

Name: _____ NMU IN: _____

Campus _____ Campus _____
Address: _____ Phone: _____

Proposed Address (include city): _____

Email: _____ Phone: _____

Residence Hall and Single Student Apartment Contract

The contract, which is signed when a student moves into a residence hall or checks into an apartment, is in effect for the entire academic year (fall through winter semester) or from the time of arrival until the end of the winter semester. Students who meet one of the conditions of the housing requirement after signing the contract are not exempt from the fulfilling the contract.

Any student may apply to be released from the residence hall or single student apartment contract if he or she believes that critical financial need, serious medical reasons, or other extenuating circumstances prevent him or her from complying with the terms of the contract. The application will be considered by the members of the Contract Release Committee. The Contract Release Committee may consider an on-campus apartment as a housing option for students who apply for an exemption from the terms of their residence hall contract.

Critical Financial Need

Students who apply for financial reasons must have a Free Application for Federal Student Aid (FAFSA) on file with the Financial Aid Office and have been in contact with that office to explore: 1) the possibility of obtaining additional support due to a change in their financial situation, or 2) other alternatives available to her or him before applying for a release from their housing contract. (Note that the Financial Aid Office will be consulted in the process of evaluating a student's application for a contract release due to financial circumstances.) Students whose financial circumstances have changed since filing the FAFSA should contact the Financial Aid Office to see if they are eligible for a re-evaluation

Medical Condition

Students who wish to apply for a release from their housing contract due to medical circumstances must also obtain a Request for Medical Information (<http://www.nmu.edu/printableforms/>). This must be completed by the physician most familiar with the student's medical circumstance(s) being cited as the basis for their application. The completed Request for Medical Information is to be sent to the University's Health Center where it will be reviewed and commented upon with regard to on campus living by the NMU Health Center Chief of Staff. The following information will be requested:

1. His or her diagnosis
2. The nature and effectiveness of a treatment plan if one has been prescribed and is being followed
3. Related environmental considerations and recommended changes in environment due to the student's medical condition

Other Extenuating Circumstances

Students who wish to apply for a release from their housing contract for any other extenuating circumstance should include documentation of the situation with their application. Since each student's situation is different, this documentation will vary. Whatever is provided should substantiate the nature and extent of the difficulty and relate it to either residence hall or single student apartment living, whichever is applicable

Application Process

Applications for release from a residence hall or single student apartment contract are discussed with the student's resident director (or for students living in a single student apartment with the coordinator of apartment services) and then forwarded for consideration by the Contract Release Committee. Appeals of contract release application denials are considered by the Housing Appeals Committee, whose decision is final.

Student Information

What is your birthdate? _____

How many semester hours have you completed: At NMU? _____ At another college or university? _____

How many credit hours are you carrying this semester? _____

What is your cumulative GPA? _____ Last semester GPA? _____

How many semesters have you lived in a residence hall: At NMU? _____ At another university? _____

For Office Use Only:

Verified by _____ Date: _____

Why do you believe that you should be granted a release from your housing contract? (Feel free to use an additional sheet of paper if necessary.)

The information that I have provided above is accurate. I realize that when considering my application for a contract release, the staff involved in this process will verify the information I have provided.

Student: _____ Date: _____

I met with this student and have reviewed the application process and the specifics of this request with him or her and provided as much assistance as I can.

Resident Director/: _____ Date: _____
Apartment Coordinator