

1. Student Requesting Release/Buyout (Print all information clearly)

Name		Student ID	
Contact Phone Number		Sycamore Email	
Current Class Standing	<input type="checkbox"/> Incoming Student	<input type="checkbox"/> FR	<input type="checkbox"/> SO <input type="checkbox"/> JR <input type="checkbox"/> SR <input type="checkbox"/> GR
Contract Type	<input type="checkbox"/> Residence Halls	<input type="checkbox"/> Apartments	<input type="checkbox"/> Family Housing
Request is for	<input type="checkbox"/> Full Contract Release	<input type="checkbox"/> Meal Plan Only	<input type="checkbox"/> Buyout <small>(For buyout complete sections 1 and 5 only)</small>
Current Housing Assignment		Contract Complete Date	
If granted, when would this begin		<input type="checkbox"/> As soon as possible	<input type="checkbox"/> Fall Semester <input type="checkbox"/> Spring Semester

2. Contract Language

The housing and food contract submitted to the university is a **legally-binding contract** and creates a financial obligation for the entire period contracted. A student is released from this obligation only if the student cancels enrollment with or withdraws from the university. If the student is to continue enrollment at Indiana State University and wishes to be considered for release from the contractual obligation this *Housing Contract Release Application*, and any supporting documentation, must be submitted for review by the release committee. The housing and dining contract period is the full academic year or any remaining portion thereof. Students are advised that a contract release is considered only in certain unique situations, outlined below. A desire to experience off-campus living is not a valid reason for a request to be released from this legally-binding contract.

Important Note: You should NOT enter into a legally-binding lease, mortgage, other housing agreement, or otherwise financially commit to any other housing if you have not been released by the Office of Residential Life. If you were to do this you would be under a financial obligation for two different places to live.

3. Reason for Contract Release Request (check all that apply)

<input type="checkbox"/>	a. I will be studying abroad/away (attach copy of acceptance letter, final approval granted after class schedule is confirmed)
<input type="checkbox"/>	b. I will have student teaching, an internship, or other field experience more than 30 miles away from campus that is for credit and/or required for graduation (attach copy of acceptance letter, class schedule will be verified)
<input type="checkbox"/>	c. I will be doing all online classes or transferring/withdrawing (transfers: attach copy of acceptance letter, class schedule will be verified)
<input type="checkbox"/>	d. I have recently been elected to a live-in required officer position within my fraternity/sorority (Note: first year students not eligible for this) (attach copy of <i>chapter bylaws</i> listing live-in positions and <i>meeting minutes</i> where elected, verified with SAO Office)
<input type="checkbox"/>	e. I will be married and will need to live with my spouse (attach copy of state certified marriage license)
<input type="checkbox"/>	f. I am/will be a parent and will need to live with my minor child (attach copy of state birth certificate)
<input type="checkbox"/>	g. I have accepted an employment position that requires me to live on-site at my place of employment (attach employment agreement documentation and tax forms from employer)
<input type="checkbox"/>	h. I have military duty obligations (attach copy of official orders)
<input type="checkbox"/>	i. I have specific special medical/psychological/psychiatric needs which require special accommodations that cannot be accommodated in University housing (student must work with AARO prior to submitting this form)
<input type="checkbox"/>	j. There has been an extreme, unanticipated and unpredictable change in my/my family's situation that happened after completing my housing contract and I now have a situation so unique that living off campus is the only way to ensure my continued enrollment at ISU (attach explanation detailing change)

Date Received:

Received by:

Provide a detailed explanation and rationale for this contract release request. Explain any recent changes to your situation that would demonstrate the need for a contract release. Attach/include any relevant documentation that supports this request.

[illegible]

Attach copies of any documentation, receipts, statements, etc. that would support your case. It is best to support your case with as much complete and accurate documentation as possible.

5. Student Signature

The undersigned hereby agrees that: a. all the information provided is true and correct at the time of application; b. returning this form does **not** guarantee a contract release; c. a decision on release or a buyout amount will be sent to the Sycamore email account within **30 business days** of the date all information is received; d. each request is considered on a case-by-case basis by reviewing all the information provided; e. information about submitting an appeal of the initial contract release decision will be sent if the request is denied.

Student's Signature

Date _____

Contract Release Request Supporting Documentation

For each reason listed on the contract release request form, we've included examples of supporting documentation that can help verify your situation and assist the committee in reviewing your request.

Criteria/Reason	Examples of Supporting Documentation
Study Abroad	<ul style="list-style-type: none"> • Acceptance/ Approval Letter • We will also verify that you are in study abroad status in Banner.
Student Teaching/Internship/Field Experience	<ul style="list-style-type: none"> • Acceptance/Placement Letter • Offer Letter (Internship) • We will also verify your class schedule.
All Online Classes	<ul style="list-style-type: none"> • We will verify registration of only online classes in Banner. Hybrid or face-to-face (F2F) do not meet criteria for all online classes.
Transferring	<ul style="list-style-type: none"> • Acceptance Letter
Live-in Required Fraternity/Sorority Position	<ul style="list-style-type: none"> • Chapter Bylaws (listing position and live-in requirement) • Meeting minutes demonstrating when elected
Marriage	<ul style="list-style-type: none"> • Certified State Marriage License
Pregnant/Parent with minor child	<ul style="list-style-type: none"> • State Birth Certificate (if already born) • Letter from Doctor
Employment that requires live on-site	<ul style="list-style-type: none"> • Employment Agreement that outlines living requirement
Military Obligations	<ul style="list-style-type: none"> • Copy of official orders
Medical/Psychological/Psychiatric	<ul style="list-style-type: none"> • Information from doctor • All students must work with AARO to review information who will then make a recommendation to the Contract Release Committee

The examples below outline common situations and documentation associated with **extreme, unanticipated, or unpredictable changes**. This list is intended as a guide to the types of information the committee considers when reviewing requests. Additional supporting documentation may also be submitted.

Financial Reasons	<ul style="list-style-type: none">• Termination letter• Employment letter• Pay stub• Tax forms• Bills (specifically related to change in financial situation)• Scholarship information• Anything that demonstrates and verifies the change in finances
Parent/Family Situation	<ul style="list-style-type: none">• Court documents (divorce, emancipation, etc.)• Medical records or bills• Employment or termination letter• Parent or Guardian Obituary
Other reasons	<ul style="list-style-type: none">• If your situation is different from the common reasons listed above, provide documentation that explains what changed after you signed your housing contract, when it happened, and how it supports your request.