

Mesa State College

Request for Contract Release Form

Submission of this request **DOES NOT** guarantee approval for off-campus residency. The information provided will be verified. **Do not make off-campus housing arrangements until you have received WRITTEN notice of release.** All current students not returning to Mesa State housing next fall **MUST** complete this application. Failure to do so will delay your check out and refund. All new, incoming students wishing to live off campus **MUST** complete this application. Failure to do so will result in charges to your student account. We will also place you in housing without your input as to room assignment.

Student Information:

Name: _____ MSC ID# _____

Campus Address: _____

Permanent Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____@_____

Best phone number to contact you: _____ Hall Cell Home Work

Mesa State Housing Residency Policy:

Freshman and sophomore students who are under 21 years of age and not residing with their parents in Mesa County are required to live on campus. Students must carry a total of 12 or more semester credit hours at Mesa State to reside in College owned housing. Requests to commute from a parental residence outside Mesa County must have approval from the Department of Housing and Residence Life.

The following exemptions allow for an automatic exemption to the Housing Residency policy upon completion of this request to the Department of Housing and Residence Life:

- 1). Students living in Mesa County, at the full-time established residence of a parent/legal guardian;
- 2). Students who are at least twenty one (21) years of age prior to the beginning of the subsequent fall or spring semester;
- 3). Married before application to MSC Housing and Residence Life;

Students not meeting any of the above exemptions who desire to live off campus must submit this complete form to Mesa State College Housing and Residence Life with any supporting documentation, if required.

Requests for exemptions from the housing policy, along with all supporting documentation, must be submitted on or before **August 1** for the fall semester or **December 1** for the spring semester. Incomplete requests for an exemption will not be accepted. If an incomplete request is submitted it will be returned unprocessed.

A Mesa State College Housing Committee is available to review the decisions of the Department of Housing and Residence Life when an appeal is made by a student whose request for an exemption has been denied. Please understand that the appeals committee is looking for exemptions based on the items listed in this handout.

If a registration hold has been placed on your record, you will be unable to register for classes until a decision has been reached on your request for exemption. This means that if you submit your request late or on or near the deadline, you may not be able to register for classes until the next registration period. (This may or may not be prior to the start of the semester).

Do not make off-campus housing arrangements until you receive written notification that your request for an exemption has been approved.

A student who gives false information concerning housing will be subject to disciplinary action, including possible suspension from the College. A student found to be living off campus without approval from the Department of Housing and Residence Life will be charged for a traditional residence hall double room rate and meal plan B rate to their student account. Disciplinary action may include possible suspension from the College.

Housing Policy Exemption – Contract Release Information

Read the following options for release/exemption and select the one you think best describes your current situation. Once you have made your choice, please read the instructions carefully and submit all of the required documentation.

The decision to release you from the academic year Housing and Dining Contract or grant an exemption to the Residency Policy will be based upon a significant hardship and our inability to meet your needs within the residence hall system. You will receive a written response to your completed application within ten (10) working days after the above posted deadlines.

I am requesting a release from my Housing and Dining Contract for the following reasons (subject to verification):

- 21 years of age or older prior to the start of the next semester
- Junior Status (60+ credit hours)
- Living in College approved housing four (4) semesters without obtaining junior status
- Graduating
- Internship (located outside Mesa County AND for school credit)

Exemption categories listed below require that you complete and submit additional documentation (Please indicate below which type of exemption you are requesting):

I. Certified Medical Release – The student has a medical/mental health condition so profound as to make residency in college housing impossible. _____

Please provide the following:

1. On a separate page, you the student will need to explain the following:
 - a. Reasons for your request for release/exemption. Include why your case is extraordinary.
 - b. Explain why moving to another residence hall room and/or apartment will not solve your current situation.
 - c. Describe the resources you have used on campus to help you with your current situation. Explain how off-campus living will help your situation.
2. A letter from your physician indicating your condition and how moving off campus would better or assist in your living situation. The medical doctor must answer the following questions:
 - a. What specific medical condition is the student suffering from? Please include details of this condition that could be understood by persons not in the medical profession.
 - b. What specific issues are a result of the student residing in campus housing that would not occur in another facility?
 - c. What steps could be taken to relieve the condition?
 - d. What steps have already been taken to relieve the condition?
3. We do not request that your physician send us your medical records, but we do require that he/she complete this letter addressing the questions stated above, so that we can consider your request. Additional notes or letters from your physician may be sent along with the original letter.
4. When we receive your complete documentation, we will review the documentation and make a determination about your housing status. We reserve the right to seek guidance concerning your documentation with Mesa State College Student Health Department.

II. Marriage – The student is married on or before the first class day of the semester they are requesting exemption. _____

Please provide the following:

1. A copy of your marriage license after it has been filed at the courthouse (or equivalent civil records if a non-church ceremony was performed.)

III. Military Service _____

Please provide the following:

1. A copy of your military orders paperwork showing the date you begin active duty service. If date of entrance is after the semester you are requesting exemption ends, you will be denied approval to break the housing contract.

IV. Student residing at parents/legal guardian permanent address in Mesa County. _____

Please provide the following:

1. A copy of parent’s driver’s license, lease, mortgage papers, etc showing permanent address.
If a guardian, please be prepared to show proof of legal documents pertaining to legal guardianship.
2. A letter supporting and confirming the student living at the parents/legal guardians address.

V. Withdrawing from Mesa State _____

Please indicate:

1. Leaving at the end of the semester _____ (Must complete final checkout paperwork with RA)
2. Leaving at mid semester _____ (Must complete final checkout paperwork with RA)

VI. Transferring from Mesa State _____

Please provide the following:

1. A copy of your acceptance letter from the university/college you will be attending in the upcoming semester.

VII. Part Time Academic Status _____

Please provide the following:

1. Print class schedule showing less than 12 credit hours
(Note: we will confirm hours for the semester(s) you are asking for an exemption from after classes start)

If your request for exemption/release is approved, you will be billed through the date that you check out of the residence halls/apartments using proper check out procedures plus any contract penalties. Room and board rates are prorated on a daily basis (See Housing and Dining Contract for financial penalties/obligations). If you are a new student seeking exemption and approved, you need to do nothing.

If your request for release is **DENIED**, you will receive written notification stating the reason your request was denied. If you are a new, incoming student that has been denied, you will be required to submit an application/deposit and move on to campus. Failure to do this, will result in you being billed a traditional room rate and meal plan B for the academic year.

You may appeal a denial of your request by submitting a written request to the Housing Appeals Committee in the Housing and Residence Life Office.

If the Housing Appeals Committee upholds the denial of your request for an exemption, you will be expected to reside in College owned housing and you will be held financially responsible for the full duration of your contract. A space in the residence hall/apartment will be reserved for you to uphold the college’s responsibility to the contract.

Please remember that your Housing and Dining Contract is a legally binding contract and should not be taken lightly. Any change in your situation after you sign your contract is up to review by the Housing and Residence Life Department once this request has been completed and submitted.

By signing this form I am guaranteeing all information on and in association with this form is accurate, and I understand that this form will not be processed until this form and all related materials are received by the Mesa State College Department of Housing and Residence Life. I understand that if this contract release form is denied, I shall be obligated for the full amount of charges under the term set forth in the Housing Contract. Further, I understand that under all circumstances my security/reservation deposit is forfeited. In addition, by signing the form I am authorizing Housing and Residence Life to review my records that have been submitted. Failure to comply with proper housing check out procedures will result in additional charges.

Student Signature

Date

Signature of Parent or Legal Guardian (if under 18 years old)

Date

Office Use Only

Date Form Received: _____ Time Received: _____

Staff Member Receiving Initials: _____

Date Documentation Received: _____ Time Received: _____

Staff Member Receiving Initials: _____

Notes:

Approved Denied

- | | | |
|-------|-------|---|
| _____ | _____ | 21 years of age or older prior to the start of the next semester |
| _____ | _____ | Junior Status (60+ credit hours) |
| _____ | _____ | Living in College approved housing four (4) semesters without obtaining junior status |
| _____ | _____ | Graduating |
| _____ | _____ | Internship (located outside Mesa County) |
| _____ | _____ | Certified Medical Release (supporting documentation received) |
| _____ | _____ | Marriage (supporting documentation received) |
| _____ | _____ | Military Service (supporting documentation received) |
| _____ | _____ | Student residing at parents/legal guardian permanent address in Mesa County (supporting documentation received) |
| _____ | _____ | Withdrawing from Mesa State (supporting documentation received) |
| _____ | _____ | Transferring from Mesa State (supporting documentation received) |
| _____ | _____ | Part Time Academic Status (supporting documentation received) |

Director of Housing and Residence Life Signature

Date