

Housing Agreement Release Request Guidelines

The Residence Hall License Agreement is binding for the full academic year. This Agreement is strictly adhered to with exceptions made only under special circumstances. Students who wish to request a release may do so by completing the **Agreement Release Request** form and submitting it to the Office of Housing and Residence Life (OHRL). Submitting a request for a release does not guarantee release nor should acceptance of the request by the OHRL be construed as a commitment to release.

Agreement Release Requests will NOT be granted for the following reasons:

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| <ul style="list-style-type: none"> Financial aid need Desire to commute from home Medical reasons (other than as required by law) Incompatibility with your roommate(s)/suite(s) | <ul style="list-style-type: none"> Delay in receiving a housing assignment Lack of understanding that the Agreement is binding Changing circumstances or opinions about housing, Involvement in a lease off campus. |
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Consideration for release from the Agreement falls into the following categories: participation in an approved study abroad program, graduation, withdrawal from GMU, a medical condition that precludes the possibility of living on campus, and a significant and unforeseen change in financial status. Residents requesting a release must establish, through supporting third party documentation:

- A significant, uncontrollable, and unforeseen change in circumstance has occurred, since the time the Agreement was signed, which has created a special need (categories stated above)
- GMU has no other form of housing that will meet this need.

The Process for Requesting a Release

1. Applicants must obtain, complete, and submit an **Agreement Release Request** and all necessary documentation to the Office of Housing and Residence Life.
 2. The request will be reviewed and a decision will be communicated to the applicant via e-mail within ten business days.
- Applicants may choose to check out of their on campus space pending a decision, but if the request is denied, they will still be responsible for paying rent charges for a space on-campus.

The Process for Requesting an Appeal of Denial:

- Residents wishing to appeal a denial of Release Request must do so officially in writing to the Associate Director for Housing Services as outlined in the Guide to Pride and/or the Office of Housing and Residence Life website (<http://housing.gmu.edu>).
- Appeal letters must be typed and include the name and Gnumber of the resident. The Resident is required to submit any official documentation to support their request of an appeal.
- The merits of any appeal will be based solely on the written letter, supporting documentation provided, information conveyed verbally, electronically, and in writing, and records maintained by the Office of Housing and Residence Life and the University.
- Appeal decisions will be communicated to the student electronically via the students George Mason University email account.

Reason	Documentation Required
Study Abroad	Residents accepted in an official study abroad program will be eligible for release of this Agreement. Residents that are accepted to an official study abroad program for the Fall semester will be removed from their assignment selected during the Room Assignment Process (RAP). If the Resident is returning to on campus housing for the Spring semester, they must complete a Spring housing application and will be assigned based on the room type preferences on the application. Residents that are accepted to an official study abroad program for the Spring semester will be granted a release of this Agreement. If the Resident is returning to on-campus housing for the next academic year, they will be able to participate in the Room Assignment Process (RAP). Residents that are accepted in an official study abroad program that are not returning to the residence halls will be assessed the Housing Cancellation Fee as outlined in section 3 of the Agreement.
Suspensions/ Evictions	Residents who are not permitted to continue in housing due to violations of the University Drug Abuse Policy will be held responsible for the full cost of this Agreement. Residents that are expelled or suspended from the University or are not permitted to continue in housing for disciplinary reasons will be held responsible for the full cost of this Agreement. Residents who are not permitted to continue at the University for academic reasons, are denied services from the University because of outstanding debts, or for any other reason loses status as a student will be released from the Agreement and will be charged the cancellation fee plus the pro-rated cost for the period of residence. Charges will continue until the Resident has removed all personal belongings from the room and returned keys/cards to his/her area desk.
Financial/ Medical	A release for either a financial or medical hardship will be approved by the University, in its sole discretion, only if the hardship is substantial, is beyond the Resident's control and is documented and verifiable. Residents who gain approval will be charged the cancellation fee plus the pro-rated costs for the period of residence, if any. Residents who must withdraw from the University due to claimed hardship will be approved for release and charged the cancellation fee plus the pro-rated cost for the period of residence. Charges will continue until the Resident has removed all personal belongings from the room and returned keys/ cards to his/her area desk. Supporting documentation should include: <ul style="list-style-type: none"> • Complete history of the financial issue/illness • In what ways does living in the residence hall constitute a hardship
Withdrawal/ Graduation	Residents are released from this agreement if a Resident officially withdraws himself/herself from the University at any time during any semester of the academic year. Residents who withdraw will be charged the cancellation fee plus the pro-rated cost for the period of residence. Residents must notify the Office of Housing and Residence Life in writing regarding their withdrawal. Residents are released from this agreement if a Resident graduates from the University prior to the end of the academic year or if the Resident does not re-enroll at the University for the Spring semester. Residents who graduate or not re-enroll at the University will be charged the cancellation fee plus the pro-rated cost for the period of residence. Residents must notify the Office of Housing and Residence Life in writing regarding their withdrawal.

Date Received: _____

Housing Agreement Release Request

Student Information - Please Print Clearly	Requested term for release: Fall <input type="radio"/> Spring <input type="radio"/>
Name: _____	ID Number: G _____
Current On-Campus Address	Mason E-Mail Address (we will notify you of your approval via e-mail at your Mason e-mail address):
Area: Presidents Park DUCG TAP YRC CH	_____ @gmu.edu
Building: _____ Room/Apt. #: _____	Phone Number: () - _____
Reason for Request:	
<input type="checkbox"/> Graduation or Study Abroad	<input type="checkbox"/> Financial
<input type="checkbox"/> Marriage	<input type="checkbox"/> Withdrawal from George Mason University
<input type="checkbox"/> Medical	<input type="checkbox"/> Other:
Documentation attached? (see the Agreement Release Guidelines for required documentation)	
Yes <input type="radio"/> No <input type="radio"/>	

**** READ THE FOLLOWING INFORMATION CAREFULLY ****

Signing and submitting this form signifies that you have read and understand and agree with all information on this form.

- I understand that I am responsible for the terms and conditions of my signed Residence Hall License Agreement which is binding for an entire academic year.
- By completing and signing this **Agreement Release Request**, I am stating that I have read and understood the **Agreement Release Guidelines** that I wish to have my on-campus housing assignment cancelled, and that I wish to be released from my responsibility for my signed Residence Hall License Agreement.
- I am aware that submitting this request does not guarantee that I will be released. If my request for release is not approved, a space on campus will be reserved for me and I will remain responsible for all housing charges.
- I understand that, if I am approved for release, I will be charged in accordance with my **RESIDENCE HALL LICENSE AGREEMENT and DINING SERVICE AGREEMENT** and am responsible for the Housing Cancellation Fee (HCF) and other charges outlined in Section 4. To view your agreement, please log onto eLiving (<https://housing.gmu.edu/eliving>)
- I understand that any housing deposits submitted are non-refundable.

Student Signature: _____

Date: _____

Office Use Only - Do Not Write Below This Line

Request Received Via: Fax Mail Phone E-mail Student Staff Initials: _____

Resident Status / Room Assignment				Request Status	Date	Initials
Building	Room	Bed Letter	Room Type	Pending		
				Denied		
Account Information				Approved		
			Charges or <Credits>			
<input type="radio"/> Remove Semester Room Charge						
<input type="radio"/> Prorate Semester Room Charge						
<input type="radio"/> Deposit Refund						
<input type="radio"/> Forfeit Deposit/Apply to HCF						
<input type="radio"/> Charge Housing Cancellation Fee						

Check-out date: _____