### 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 Housing and Residence Life. Submitting a request for a release does not guarantee release nor should acceptance of the request by Mason Housing be construed as a commitment to release.

Agreement Release Requests will NOT be granted for the following reasons:
- Financial aid need
- Desire to commute from home
- Medical reasons (other than as required by law)
- Incompatibility with your roommate(s)/suitemate(s)
- Delay in receiving a housing assignment
- Lack of understanding that the Agreement is binding
- Involvement in a lease off campus.

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 Housing and Residence Life.
2. The request will be reviewed and a decision will be communicated to the applicant via e-mail within 7-10 business days.

### 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 Resident Student Handbook and/or the 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 Housing and Residence Life and the University.
- Appeal decisions will be communicated to the student electronically via the students George Mason University email account.

<table>
<thead>
<tr>
<th>Reason</th>
<th>Documentation Required</th>
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<tbody>
<tr>
<td><strong>Study Abroad</strong></td>
<td>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.</td>
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| **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 who 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. Supporting documentation should include:  
  - Complete history of the financial issue/illness  
  - In what ways does living in the residence hall constitute a hardship |
| **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 Residence’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:  
  - 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 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 Housing and Residence Life in writing regarding their withdrawal. |
Reason for Request:

- Graduation or Study Abroad
- Marriage
- Medical
- Financial
- Withdrawal from George Mason University
- Other:

Yes ☐ No ☐

Reason for Request:

- Graduation or Study Abroad
- Financial
- Marriage
- Withdrawal from George Mason University
- Other:

Documentation attached? (see the Agreement Release Guidelines for required documentation)

Yes ☐ No ☐

** 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

<table>
<thead>
<tr>
<th>Building</th>
<th>Room</th>
<th>Bed Letter</th>
<th>Room Type</th>
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</table>

Account Information

<table>
<thead>
<tr>
<th>Charges or &lt;Credits&gt;</th>
</tr>
</thead>
<tbody>
<tr>
<td>○ Remove Semester Room Charge</td>
</tr>
<tr>
<td>○ Prorate Semester Room Charge</td>
</tr>
<tr>
<td>○ Deposit Refund</td>
</tr>
<tr>
<td>○ Forfeit Deposit/Apply to HCF</td>
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<tr>
<td>○ Charge Housing Cancellation Fee</td>
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Check-out date: