Appeals for Release from the University Housing License Agreement (housing contract) – General Instructions

Your Current Agreement

Your Mason Housing License Agreement (housing agreement) for the academic year is legally binding for the entire term of the agreement (through the end of the spring semester in May). Once you move into campus housing for or during an academic year starting in August, you are responsible for associated rent charges through the end of the spring semester in May, whether or not you choose to continue living in your assigned campus housing accommodations.

If you are faced with an extreme, unforeseeable and uncontrollable problem that interferes with your ability to continue living in campus housing and for which Mason Housing is not able to provide a reasonable solution/alternative within campus housing facilities AND you will still be enrolled in classes at Mason during the academic year, you must submit a formal appeal for release from the License Agreement. A housing agreement appeal is your LAST RESORT to solve a problem. You MUST seek assistance from Residence Life and Housing staff to resolve the problem, and you must try all other, less extreme options offered to you before submitting an appeal. These “other” options might include, among other things, transferring to a different campus housing room, room type, residence hall or apartment.

Appeal Review Process

- The Housing Agreement Appeals Committee, made up primarily of faculty and staff from outside Housing and Residence Life, reviews housing agreement appeals. Possible outcomes of their review include: (a) approving the appeal, (b) denying the appeal, (c) identifying on-campus housing options different from your current assignment that could satisfactorily and reasonably meet your needs or (d) holding off on a decision pending further documentation.
- You must submit a formal appeal in writing. The Appeals Committee will review only your written appeal and accompanying documentation. You will not meet with the Committee. While comments from your parents/guardians and/or other relatives/friends may be included with your appeal, you (the student) must complete the appeal form and write your statement.
- The Committee will not make a decision on your appeal if the documentation you provide is incomplete or otherwise deemed inadequate to make a final decision. The Committee may request further documentation from you and/or may consult with other University offices or departments.
- Mason Housing will notify you of the Committee’s decision via your official Mason email address. If your appeal is approved, you remain financially responsible for all charges until you properly check out of your campus housing room/apartment with a Resident Advisor or Resident Director in your building.
- Mason Housing and the Committee will keep all information provided in and with your appeal as sensitive and will not share that information in most cases without your prior written approval.

Submitting an Appeal

Appeal submission and documentation requirements vary based on the reason for your appeal. You must complete and submit the Housing and Residence Life License Agreement Appeal Form (next page) along with your written statement and supporting documentation in accordance with the information found in the appropriate document below (all available on our website):

- Appeal for Release from the Housing License Agreement – Medical/Psychological Reasons
- Appeal for Release from the Housing License Agreement – Financial Reasons
- Appeal for Release from the Housing License Agreement – Other Reasons

We strongly encourage you to submit your completed appeal well prior to the date on which you would like to move out of campus housing. Completed appeals received less than three weeks prior to the date you wish to move out may not be reviewed by that date. If you have already checked out of campus housing, your appeal will be accepted and reviewed only if it is received within 60 days of the day you checked out.
Your appeal for release from the University Housing License Agreement must include this completed form, your typed statement and supporting documentation, in accordance with the instructions applicable to the reason for your appeal. While comments from family or friends may be included with your appeal, the student named below must complete this form and write the accompanying statement.

Please print legibly

Mason G #: __________________________ Name: __________________________

(Last) (First) (M.I.)

Mason e-mail address: ___________________________________________________

Housing (on campus) Address: __________________________________________

(Hall/Building Name) (Room/Apt. #)

Permanent Address: ____________________________________________________

(Street Address) (City, State, Zip Code)

Telephone Number: Home: __________________________ Cell/Mobile: ____________

Please check the primary reason for your appeal and attach your statement and appropriate documentation (see referenced documents for statement and documentation requirements).

☐ Medical/Psychological – See Appeal for Release from the Housing License Agreement – Medical/Psychological Reasons.
 ☐ Other – See Appeal for Release from the Housing License Agreement – Other Reasons.

By signing below, I attest that the information provided on and in conjunction with this appeal is true and accurate to the best of my knowledge.

Signature: __________________________ Date: __________________________

If your appeal is based on Medical/Psychological or Financial reasons, you must deliver this form and all required documentation to the Housing and Residence Life Office located on first floor of Potomac Heights Residence Hall. The mailing address is 4400 University Drive MS 3F6, Fairfax, VA, 22030-4444. The fax number is (703) 993-2744.

If your appeal is based on other reasons, you must deliver this form and all required documentation to the Resident Director or Assistant Director of Residence Life with whom you have discussed the reasons for this appeal. If you deliver this appeal directly to Housing and Residence Life, it will be forwarded to your Resident Director for comment before it will be reviewed.

Office Use Only

Date received: __________________________ Registered units: __________

Check-out date (if already checked out): __________________________ Comments: __________________________