

Agreement Release Request (housing contract) General Instructions

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.

As detailed in section 4 of the Housing Agreement, you will be released from the academic year rent commitment only under the following circumstances (does NOT apply if you are evicted from campus housing for conduct-related reasons):

- You move out of campus housing and **withdraw** from and discontinue enrollment as a student at George Mason University (and do not re-enroll at any time during the remainder of that academic year). Under these circumstances, you will be responsible for rent charges based on the dates of your occupancy plus a cancellation fee as described in section 4 of the Housing Agreement.
- You move out of campus housing at the end of the fall semester to participate in a University-approved **study abroad, student exchange program, internship, or work co-op** that will 1) require you to reside outside the Washington DC metropolitan area during the spring semester, or 2) result in you not being enrolled in spring semester classes at Mason. Under these circumstances, you will need to provide Mason Housing with a copy of official documentation showing your participation in such a program before the end of the fall semester and you will be responsible for fall semester charges only. No Housing Cancellation fee will be charged.
- You **graduate** from George Mason University and move out of campus housing at the end of the fall semester. Under this circumstance, you will be responsible for fall semester charges only. No cancellation fee will be charged.

Instructions

1. Fill out attached form and attach supporting documentation. Requests received without supporting documentation will be denied.
2. Submit form to your neighborhood desk (Eisenhower, Piedmont, or Whitetop).
3. You will be given a status update within 10 business days via your George Mason official e-mail.

Supporting Documentation

Study Abroad: Students participating in internships, study abroad programs, and work co-ops are required to submit a letter on official letterhead from their academic college. This letter should clearly state the time span for the program and that the student will be receiving credit. This letter must be signed by an individual in the academic college.

Withdraw from Mason: No documentation needed. Housing and Residence Life will confirm your enrollment with the University Registrar. If you re-enroll in classes post cancellation we will place all housing charges back on your Mason student account.

Graduation: Students who wish to cancel their spring housing assignment due to Winter Graduation are required to submit a copy of their graduation application.



Housing and Residence Life

Agreement Release Request Form

Your request for release from the University Housing Agreement must include this completed form and supporting documentation, in accordance with the instructions applicable to the reason for your request.

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 request and attach appropriate documentation (see information for documentation requirements).

- Study Abroad, Internship, Co-op or Student Exchange Program
- Graduation
- Withdraw (no longer enrolled)

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

Signature: _____ Date: _____

Deliver this form and all required documentation to any of the three neighborhood desks (Whitetop, Eisenhower, or Piedmont) or 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.

Office Use Only

Date received: _____ Registered units: _____

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