



HOUSING AND FOOD SERVICE CONTRACT RELEASE REQUEST

POLICY

The Housing and Food Service (HFS) Contract is a legally-binding contract. Once the HFS Contract is accepted, the student is obligated to reside on campus and is financially responsible for room and board fees for the entire HFS Contract term. The University may release a student from the HFS Contract if the student submits a timely Contract Cancellation Request in eLiving and, on a case-by-case basis, the University finds that extreme circumstances warrant a release. If the student is released from the HFS Contract under this provision prior to the first day of the University classes, as announced by the University Registrar, for the HFS Contract period term, the student will be charged a penalty fee equal to twenty percent (20%) of the applicable room and Campus Meal Plan rates. If the student is released from the HFS Contract under this provision after the first day of the University classes, as announced by the University Registrar, for the HFS Contract period term, the student will be charged for room and Campus Meal Plan charges incurred up to the date of the cancelation or when the student has removed all personal belongings from the assigned housing and returned the room key, whichever occurs last. Charges are calculated by multiplying the number of days of occupation as determined above for the applicable academic semester by the computed daily rate, which rate is determined based on a truncated eight (8) week term (for Fall and Spring semesters), or a truncated four (4) week term (for Summer session). All unused Campus Meal Plan dining dollars in excess of \$5.00 remaining at time of release will be refunded at face value to the student's Bursar account. If a student seeks a release from the HFS Contract after the eighth (8th) week of the Fall or Spring semester, or after the fourth (4th) week for Summer session, the student will remain responsible for the payment of the entire applicable semester's room and Campus Meal Plan charges. Failure to pick up a room key will not release a student from the HFS Contract obligation.

Determination: The submitted form will be reviewed by a committee. The student will be informed of the final determination by email within 1-2 weeks after the initial submission of paperwork.

Deadlines: HFS Contract Release Requests must be received by the following deadline dates:

Summer | JUNE 1 **Fall-Spring** | JUNE 30 **Spring** | DECEMBER 1

Section A: STUDENT INFORMATION

Student Name _____ **PSU ID** _____
Penn State Access Account _____
Home Address _____ Local Address _____
Home Phone Number _____ Local Phone Number _____
Semester(s) HFS Contract release effective: Summer ____ Fall – Spring ____ Spring ____

- I have read the HFS Contract Release Policy, and understand the following conditions:
1. I agree to provide supporting documentation to substantiate my request, as indicated in the "HFS Contract Release Request Reason" section on page 2 of this form.
 2. I understand that this is only a request to be released from the HFS Contract, and that the release may not be granted by the University.
 3. I may be offered an alternative housing arrangement.
 4. If the release is granted, I agree that I will be required to pay the HFS Contract cancellation penalty fee, which will be charged to my Bursar student account. I understand that failure to pay this penalty fee could result in my account being sent to a collections agency.

Student Signature _____ **Date** _____

Section B: HFS CONTRACT RELEASE REQUEST REASON

Indicate the reason you are requesting to be released from the HFS Contract:

- FINANCIAL provide supporting documentation that shows:**
 - The change in your financial situation since the date that you accepted the HFS Contract, including a copy of your Financial Aid package from LionPATH. Documentation must clearly demonstrate why you are unable to meet the financial obligation of the HFS Contract as a result of this change.
 - Your housing plans for the HFS Contract term, including a copy of any apartment leases and living expenses.
- MARRIAGE**
 - Provide a copy of the official marriage license, wedding announcement, and/or other material to verify the marriage occurred or will occur during the HFS Contract term. If the marriage date is during the HFS Contract term, the release date will be effective at the time of the marriage.
- MEDICAL/PSYCHOLOGICAL**
 - Attach the *Reasonable Accommodation Request Form for Housing*, available online at www.housing.psu.edu under the “Housing Contracts | Medical Accommodations” section.
- OTHER**
 - Please provide detailed explanation and any supporting documentation.

1. What has changed in your situation since accepting the HFS Contract?

2. How does your situation affect your ability to continue your obligation to the HFS Contract?

By signing below, I verify that all information contained on this form is true and accurate, and that I have read and understand the information outlined on this form.

Student Signature _____

Date _____

Section C: COMPLETED FORM SUBMISSION

The completed *HFS Contract Release Request* form should be submitted to The Assignment Office:

Mail: The Assignment Office
201 Johnston Commons
University Park, PA 16802

Fax: 814-863-8364

Email: assignmentoffice@psu.edu