



JOHNSON & WALES  
UNIVERSITY

## On-Campus Housing Contract Release Request Form

Student Name: \_\_\_\_\_

J #: \_\_\_\_\_

Contact #: \_\_\_\_\_

Wildcat Email: \_\_\_\_\_

Please check the terms for which you are requesting a release.

Fall

Winter

Spring

The *Room Terms Agreement (Housing Contract)* is binding for the full academic year, similar to any other landlord/tenant agreement. As long as a student has completed the *Room Terms Agreement (Housing Contract)* and is/will be in attendance at the university, s/he will be responsible for room/room and board charges for the entire academic year, even if s/he decides not to occupy the room or to utilize the dining facilities for whatever reason, voluntary or involuntary.

In the event significant and unforeseen circumstances hinder a student's ability to live on campus, this form must be submitted to [reslife.den@jwu.edu](mailto:reslife.den@jwu.edu). Requests for release will be reviewed by the Contract Release Committee and termination of the agreement is not guaranteed. **Note: Moving in with friends/relatives or committing to a lease off campus is not considered grounds for release from your JWU housing contract.**

### Reason for Release

Consideration for release from the housing contract generally falls into the following categories. Please check all that apply.

- Family status change** (*Birth of a dependent child for whom the student is the parent and will be the primary caregiver; marriage; family obligations - change in family status due to family member health issues, need for additional care, death.*) Supporting documentation must be submitted to the [Contract Release Committee](#) along with this form.
- Financial hardship** (*Financial Aid Award adjustment; change in family income; change in personal income.*) Supporting documentation must be submitted to student's JWU financial planner.
- Medical accommodation** (*Personal physical or psychological health issues.*) Supporting documentation must be submitted to JWU's Center for Academic Support.
- Military commitment** Supporting documentation must be submitted to the [Contract Release Committee](#) along with this form.

**Personal/other** Supporting documentation must be submitted to the [Contract Release Committee](#) along with this form.

**Supporting narrative** (Please provide detailed information regarding the reason for release below):

## **Process & Timeline**

All requests for contract release must be documented using this form and submitted to [reslife.den@jwu.edu](mailto:reslife.den@jwu.edu). Requests for release must be received **at least 3 weeks in advance of a term ending/starting**.

The student will be notified of the committee's decision as soon as possible; however, at any point a member of the Contract Release Committee may request additional information or to meet with the student submitting the request. Depending on the information provided or additional information needed by the committee, it could take several weeks to reach a decision. Notification of a decision will be made via email to the JWU email address provided on this form.

Approved contract releases are effective for the future term(s).

Students approved for a contract release will be required to vacate their assigned building no later than the date indicated in the decision notice. Students are responsible for making the appropriate check-out arrangements with their Residence Director. Refer to the [Guide to On-Campus Living](#) or [Guide to On-Campus Apartment Living](#) for proper check-out procedures. Students who fail to follow the outlined procedures will be subject to charges to their student account.

Students who vacate their assigned building without obtaining an official decision from the release committee will continue to accrue room/room and board charges to their student account.

By submitting this form and any supporting documentation, the student understands this is a request for termination of a legally binding contract. Termination is subject to approval by the Contract Release Committee at Johnson & Wales University. If this contract release request is denied, the student will be obligated to live on-campus or, if (s)/he chooses to live elsewhere while the contract is still in effect, to pay the full amount of charges under the terms set forth in the Room Terms Agreement (Housing Contract).

## **Questions?**

For clarification or more information, contact Residential Life at 303-256-9642 or [reslife.den@jwu.edu](mailto:reslife.den@jwu.edu).