

University Housing & Dining Service Contract Release Information Sheet

University of Wisconsin-Stout

University Housing has the obligation to enforce both the Board of Regents' Policy and the terms of the contract, and in viewing each release, must judge each in a fair and consistent manner. The Board of Regents' Policy is:

“Those freshman and sophomore students (59 credits or less) who are not veterans, married or living with parents or legal guardian (within a 40-mile radius of Menomonie) shall be required to live in a university-operated residence hall when such accommodations are available.”

THE TERM OF THE CONTRACT IS THE ENTIRE ACADEMIC YEAR (BOTH SEMESTERS). For those who sign a contract after the beginning of an academic year, the contract is in effect for the remainder of the academic year.

Termination or cancellation of the contract can happen under the following circumstances:

1. Loss of student status, withdrawal from the University or failure to attend.
2. Assignment to a university-sponsored internship, research, or other university program which requires living away from Menomonie.
3. Completion of graduation requirements during the term of the contract.
4. Marriage. Presentation of marriage certificate is required.
5. New medical or health problem directly related to hall living. (Detailed Physician Statement Required)
6. Unusual and compelling circumstances which, in the judgment of the Associate Director of University Housing (or his designee), entitle the resident to “special consideration”.

Unusual and Compelling Circumstances

Requests for cancellation of contracts are reviewed to determine if the circumstances or the situation meet the three criteria necessary to be judged unusual and compelling:

1. A significant change must have occurred in the resident's situation since the beginning of the term of the contract.
2. The significant change must have been an event which could not reasonably have been expected by the resident.
3. The significant change must have serious negative consequences which make continued residency inadvisable.

Completion and submittal of the Contract Release form DOES NOT automatically release you from your contract. **Do not make any other arrangements or sign an off-campus lease until you receive written confirmation granting you a release from your University Housing Contract. At this point you need to continue living in a residence hall.** You will be notified, in writing, of the status of your request. If your request is denied and you decide to move out of the hall, charges will continue to be added to your bill for the remainder of the academic year. Should a release be granted, you will forfeit the \$125 prepayment. Your room and board fee will be prorated based on your release date.

Please give detailed information in your request and include all information that you wish to be considered. You are encouraged to attach additional supporting documents and letters to this form. Decisions are made based on the written information that you provide. You must provide all the information that is needed to demonstrate your needs. Releases are granted based on needs, not personal wants. If you are submitting documentation from a medical professional they should address the following questions:

- a. Did the student have this condition prior to living in a residence hall?
- b. How can you guarantee that this condition is or will be exacerbated by living in a residence hall?
- c. What specifically are the needs of the student? This will allow us to determine if we can meet the need of the student or if we can rectify the situation for the student. Indicate if there is a particular issue causing this condition or causing it to worsen.
- d. How can you guarantee that moving off campus will make the medical condition less of a concern for this student?

Schedule a meeting with your Hall Director to submit this form. Your Hall Director will discuss your situation with you to see if they can immediately help you resolve your situation.

The Peer Review Board, a volunteer group of your peers, will consider your request and make a recommendation to the University Housing Office. Peer Review Board will be furnished with all the information you provide except your name, address and phone number. When the Peer Review Board is not in session the Associate Director of University Housing will review your request. You may elect to have your request reviewed by the Associate Director by initialing in the designated place on the Contract Release form. You will be notified, in writing, of the status of your request. Notification timeline varies depending on the time of the year.

YOU SHOULD NOT SIGN A SECOND CONTRACT UNTIL YOU HAVE RECEIVED WRITTEN DOCUMENTATION FROM UNIVERSITY HOUSING, RELEASING YOU FROM YOUR CURRENT UNIVERSITY CONTRACT.

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Checklist . . . Before you submit a request for release, consider the following . . .

- Have you provided documentation supporting your claim?
 - Doctor and/or Counselor letter confirming illness/injury and have they documented your needs.
 - Marriage certificate (not license)
- Have you explored all your alternatives?
 - Different roommate
 - Moving to a different environment (another room, different floor/hall)
 - Different study environment (library, hall/floor study lounges, Student Center, etc.)
 - Single room, if available
- Have you demonstrated what significant change has occurred in your financial situation?
 - Have you met with your financial aid counselor?
 - Have you provided sufficient figures regarding your financial picture/situation?
 - Have you explored other financial alternatives?
 - On and off-campus job(s) status
 - Review of personal expenses for possible reduction
 - Investigated off-campus expenses (phone, heat, water, cable, internet service fee, travel expenses, etc.)
- Have you worked with University Dining Service to address your dietary needs?
- Have you provided enough information to allow for complete understanding of your situation?
 - Specific background information
- Have you taken any responsibility to resolve or manage the situation?
 - Talked with your roommate about your concerns
 - Talked with Residence Hall Director or Resident Advisor about your situation
 - Explored university resources such as Counseling Center, Financial Aid, Health Center, etc.
- Were you aware of the situation before you signed the contract?

COMMON SITUATIONS AND REASONS FOR RELEASE DENIAL

Financial difficulty. Lack of funds alone is not an acceptable basis for a release. Financial aid is available to those who qualify on the basis of need. There should be a significant change in your financial situation that is not rectifiable. Finances for the academic year should be considered prior to activating the contract and/or enrollment to the University. Late notice or inadequate notice from the Financial Aid Office is not ground for a release. University Housing relies on the expertise of the Financial Aid Office to determine if student has a sufficient financial aid package to attend UW-Stout.

Unhappiness with residence hall life. Residence hall living is a new experience for most students and requires a certain amount of adjustment. If the resident has made a fair adjustment to the hall environment and is still unhappy, a hall change, room/floor change, or a roommate change is generally an effective remedy. If a specific area continues to be a major problem, the residence hall staff is available to work with the resident on an individual basis to find a solution. This involves active participation by the resident.

Accumulating 59 earned credits during the fall semester. The local interpretation of the Board of Regents' Housing Policy states that students who have not completed 59 credits by the first day of fall semester classes, who are not married, not veterans, and do not live with their parents or legal guardian, are required to contract for on-campus housing. Thus, earning 59 credits during the contract term would not be reason for release.

Turning age 21 during the academic year. Students entering into a contract beginning with the fall semester must qualify by the first day of fall semester classes. Likewise, those students entering into a contract beginning with the spring semester must qualify by the first day of spring semester classes.

Commuting/living with relative. Our interpretation of the policy is that students may commute from their parent's or legal guardian home if it is within a 40-mile radius of Menomonie. Policy does not allow for living with siblings, grandparents, other relatives, or fiancée/significant other. Permission to live with a relative must be based on extraordinary and/or compelling circumstances with documentation of such and not for the financial gain or convenience of the student and/or relative. The choice to commute from the home of a parent or legal guardian must be made before activating the University Housing and Dining Service Contract or prior to the last cancellation date of the contract.

Asthma/allergies/health conditions. Even with medical documentation, most medical conditions **DO NOT** automatically release one from the contract. The medical professional needs to document the medical condition and outline the specific needs. We will work with individual students to make residence hall rooms environmentally and health friendly. Reviewing what steps you have taken to manage or remove a particular problem will be taken into account. The alternative living option you are proposing needs to be considered during the decision making process. We also have staff at the University Health Center who can review these types of situations and make a recommendation to us.

READ THE ATTACHED INFORMATION SHEET BEFORE COMPLETING ----- PLEASE PRINT

Name _____ University ID No. _____
(Last) (First) (Middle)

Campus Address _____
(Room) (Hall)

Permanent Address _____
(Street) (City) (State) (Zip)

Date of Birth _____ Credits Completed _____ Current Enrolled Credits _____

Date for Release to Begin _____ Phone Number _____

Number of semesters you have resided in halls at UW-Stout (excluding current semester) _____

_____ Initial to the left: If you **DO NOT** want the Peer Review Board to review your request.

Reason for Request: It is assumed that a recent change in circumstances has occurred which now affects your ability to honor your University Housing & Dining Service Contract. Use the space below or attach your justification to explain why you should be released from your contract. Explain in detail, attaching additional sheets and supporting documents as needed.

My signature below certifies that I am aware of the Board of Regents' Housing Policy. I am aware that making false statements either orally or in writing, to a university employee on a university-related matter is a violation of UW-System Administrative Code or will result in disciplinary action. I understand that false information on this report will make this agreement null and void. I understand that if my plans change, I must notify the Associate Director of University Housing to obtain permission. Failure to obtain written permission to alter my plans will make this agreement null and void. **Violation of this agreement will cause the University Housing to require me to move into a residence hall and be charged from the release day of this agreement.** My signature constitutes authorization for verification of information with other parties as deemed necessary.

Student's Signature _____ Date _____

MEET WITH YOUR HALL DIRECTOR TO REVIEW AND RETURN THIS FORM.

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For Staff Use Only - Hall Director Comments:

Signature _____ Date _____