

**Contract Release Request for 2009-2010
Hamline University Office of Residential Life**

Name: _____ Date of Request: _____ MS Box # _____

ID # _____ Room Number and Hall _____

Phone# _____ E-mail _____

I am requesting a release from my contract for the following terms (check all that apply):

Fall Winter Spring Summer

I. Contract Release

This category is for releasing you from your Residence Hall Contract that requires you to reside in the hall for the full academic year.

To apply, check the reason below and submit supplementary evidence as required. The first five categories are automatic releases with no financial penalty. *Automatic Release:*

Withdrawal from School Marriage/Domestic Partnership (Provide documentation)
 Study Abroad/Study out of State Graduation
 Academic Dismissal

Other Reasons for Release (consideration will be given on a case by case basis and only extreme circumstances will lead to a release from your contract).

- **Attach a letter of explanation and any additional documentation.**

Financial Medical/Emotional
 Family Emergency Other _____

Conditions:

1. The Hamline University Housing and Residential Life Room and Board Contract is for the duration of the entire academic year beginning in early September and ending in mid-May each year. The Apartment Lease is for the entire contract period either 9 or 10 months.
2. The contract requires each student to purchase a meal plan with a minimum of 10 meals/week or 150 meals/semester. Meal Plans may not be changed during the year, except during the first 10 days of each semester; this includes students who break their contract by moving out early.
3. This form is to be used by all students requesting special consideration by Residential Life to be released from their contract early, reduce their meal plans below the minimum. Students who are denied a release will not be allowed to reduce their meal plan and will not be released from their residence hall contract.

I have read and understand the above stated conditions:

(Signature Required)

(Date)