



UNIVERSITY OF NEVADA LAS VEGAS

UNIVERSITY OF NEVADA LAS VEGAS
OFFICE OF CAMPUS HOUSING

APPLICATION FOR A RELEASE OF CONTRACT

Please review this form in its entirety for detailed release guidelines, policy, and procedure. Release from the contract is subject to review by the Office of Campus Housing and its partner(s), units of and within the University of Nevada Las Vegas. Residents who wish to request a release from the Residence Hall Contract must complete the attached application. The application **must** be accompanied with proper and sufficient supporting documentation and must be submitted to the Campus Housing Office. Without such documentation the request may be denied.

Date of Request: _____ Name: _____
L Number: _____ Classification: FR SO JR SR GR
Hall and Room: _____ Contact Telephone Number: _____
Term from which you request Release: **Fall 20__ Spring 20__ Summer 20__**
Signature: _____

Please follow the instructions provided with the section that applies to your situation, check applicable box and attach appropriate supporting documentation. Please refer to Terms and Conditions of your Residence Hall Contract.

- Non-enrollment at UNLV;** please provide a copy of your class schedule or bill that demonstrates enrollment status.
- Academic suspension;** please provide a copy of your suspension letter.
- Graduation from UNLV;** please provide a copy of the signatures/front form of your graduation packet.
- Affiliation with special University programs away from the metropolitan area for the entire semester.** Please provide a letter verifying your participation in the program. This letter must indicate the nature of the program, the inclusive dates, and the academic department sponsoring the program.
- Marriage occurring during the term of contract;** please submit a certified copy of your *marriage certificate*. Marriage license copies will not be accepted.
- Change in medical status sufficient to prohibit adequate functioning within the residence hall;** please refer to the attached information and checklist.
- Change, of involuntary nature, in financial status sufficient to prohibit enrollment and consideration of financial aid, employment and other reasonable adjustments in expenses and payment options;** please refer to the attached information and checklist.
- Special Circumstances;** if your circumstances do not fit one of the approved reasons for release and you believe your situation is of a compelling nature, you may submit the Application for Release of Contract. You must present the reasons and justifications for your request with supporting documentation. Your

request will be reviewed and a determination will be made whether your circumstances warrant special consideration.

Contract Buy-out (Release Alternative); residents who do not qualify for a release of contract may exercise the Buy-Out option as a means to end their contract obligation. A Buy-Out means that you pay 75% of the costs of your room and board for the remaining portion of your contract. The remaining portion of a contract is the time from the day you want to move out until the end of the semester. **PLEASE NOTE:** Residents required to live on-campus by the Freshman On-Campus Housing Regulation are not eligible for contract buy-out unless he/she will be living with an adult relative, as defined in the Freshman On-Campus Housing Regulation, in the metropolitan Las Vegas area.

Contract Exchange (Release Alternative); if the residence halls are at 100% capacity, residents who are not required to live on-campus and would like to move out may exchange their contract with a student who would like to move in. The Campus Housing Office maintains a first come, first served waiting list for Contract Exchanges. You may place your name on the waiting list by coming to the Campus Housing Office and completing a Request for Contract Exchange form.

- A. The parties agree that this Contract may be exchanged by the Resident (current Contract holder) with another student (prospective resident) upon satisfaction of the following requirements.
 - 1. All residence hall space is currently assigned and no vacancies exist.
 - 2. The eligible prospective resident:
 - a. Must be enrolled full-time (12 or more credit hours) and may not be a current Contract holder.
 - b. May not be ineligible to reside in the residence halls for behavior and/or conduct reasons.
 - c. Accepts that a room and hall assignment will be made in accordance with assignment policy and will not be to the specific space vacated by the current Contract holder.
- B. The parties agree that the exchange of the Contract as a whole will be for the remainder of the Term of Contract (academic year).
- C. The Resident agrees to contact the Office of Campus Housing to formalize the request for Contract Exchange and to determine eligibility of the prospective resident.
- D. The Meal Identification Card is not transferable separately from the contract and may not be sold to another person.
- E. The Contract Exchange will be effective only after the signed Contract has been received from the prospective Exchange and Residence Halls Fees have been paid.
- F. When a Contract Exchange is approved in writing by the Office of Campus Housing, the prospective resident accepts complete responsibility for the Terms and Conditions. The current Contract holder is then completely relieved of any responsibility and/or monetary obligations for the Contract.

Loss of eligibility to live on campus (Release Alternative); a resident may drop to less than full-time enrollment for one semester. **If enrollment for the second semester is formally identified as part-time student status by the University,** eligibility to live on-campus is lost. Please provide a copy of your class schedule or bill that demonstrates enrollment status. In this event, the resident must submit the Application for Release of Contract form indicating that he/she will be enrolled part-time. The resident's contract will be inactivated after enrollment verification is completed. If enrollment exceeds part time status at any time during that semester, the Contract is immediately reactivated and the student becomes obligated to pay room and board fees for the entire semester.

FOR CAMPUS HOUSING OFFICE USE ONLY			
Date Received: _____	Date Reviewed: _____	Staff: _____	
Freshman Regulation Status:	REQUIRED	NOT REQUIRED	
Documentation Provided:	YES	NO	INSUFFICIENT
DECISION:	APPROVED		DISAPPROVED
Notes:			

**CHANGE IN MEDICAL STATUS SUFFICIENT TO PROHIBIT
ADEQUATE FUNCTIONING WITHIN THE RESIDENCE HALL
INFORMATION AND CHECKLIST**

Students who have experienced a change in their medical status may request a contract release if this change is sufficient to prohibit adequate functioning within the residence hall. The following documentation is required and should be provided by a qualified professional, on letterhead and signed:

- A diagnostic statement identifying the condition, date of the current diagnostic evaluation, and the date of the original diagnosis.
- A description of the diagnostic criteria and/or diagnostic test used.
- A description of the current functional impact of the condition.
- Treatments, medications, assistive devices/services currently prescribed or in use.
- A description of the expected progression or stability of the impact of the condition over time should be included.
- A description of the necessary changes in living arrangement. The description must clarify how the medical condition would prohibit adequate functioning or how the condition would be intensified with continued living in the residence halls.

Pre-existing conditions which may become the basis for a request for release must be identified when the Contract is submitted.

The Campus Housing Office reserves the right to make modifications in accommodations prior to issuing a release of contract. The resident is obligated to cooperate with the modification.

**CHANGE, OF INVOLUNTARY NATURE, IN FINANCIAL STATUS SUFFICIENT TO PROHIBIT
ENROLLMENT AND CONSIDERATION OF FINANCIAL AID, EMPLOYMENT AND
OTHER REASONABLE ADJUSTMENTS IN EXPENSES AND PAYMENT OPTIONS
INFORMATION AND CHECKLIST**

Students who have experienced a change in their financial status may request a contract release, understanding that federal financial aid criteria and regulations for determining financial needs and family contributions will apply. The following information is required and should be provided by a qualified professional, on letterhead and signed:

- Describe the change in your (and, if applicable, your family's) financial status. This includes any individual who may claim you on their tax documents.
- Include supporting documentation of the changes specified. This may include but is not limited to:
 - FAFSA forms
 - Tax returns
 - Official letter from Student Financial Services stating that the maximum amount of student financial aid has been awarded or that financial aid has been denied
 - Official bankruptcy statements or filings
 - Official foreclosure notices or notice of public auction
 - Unemployment applications, checks statements
 - Formal notices of retirement, termination, or layoff
 - Certificate of death
- The following documentation is not sufficient:
 - Bank statements
 - Credit card bills
- The documentation must clearly show how the financial status changed. This includes demonstrating not only a change in income or expenses, but the change in relationship to prior financial status.
- A copy of the current Financial Aid Eligibility Notification Letter must be submitted. This form may be obtained from Student Financial Services Office.
- If application for financial aid has not been made, it must be made prior to applying for a release. Please understand that the financial aid process can take 6-8 weeks to be completed.

The claim that living off-campus less expensively is not grounds, in and of itself, for release of contract. When comparing on-campus and off-campus living expenses, the Campus Housing Office utilizes the standard expense budgets developed by the Student Financial Services Office.