



OFFICE OF CAMPUS HOUSING
APPLICATION FOR CONTRACT RELEASE

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. This 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. Please review this form in its entirety for detailed release guidelines, policy, and procedure.

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 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 and receipt for payment.
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. If you are applying for a Voluntary Health Withdrawal from UNLV please notify Campus Housing prior to submitting this request.



To: Contract Release Applicant

Re: Information/checklist to support reason “change in medical status sufficient to prohibit adequate functioning within the residence hall”

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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. Students must work directly with the Disability Resource Center, who will make a recommendation to Campus Housing and assist the student in identifying reasonable accommodations. Additionally, the following documentation is required by Campus Housing and the Disability Resource Center; it 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.

To: Contract Release Applicant

Re: Information/checklist to support reason “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”

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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, where applicable:

- 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/evidence that you have applied for financial aid at UNLV
  - Multiple year tax returns that demonstrate a change in income
  - Evidence from UNLV Financial Aid & Scholarships that the maximum amount of student financial aid has been awarded or that financial aid has been denied. This may include a statement that lists all aid, be it pending, disbursed or awarded from My Rebel Aid.
  - 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 alone:
  - Bank statements
  - Credit card bills
  - Personal reference letters
- 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.
- 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.

If you have declined financial aid, you will not be eligible for a contract release. You must show that you have been awarded and accepted the maximum amount of financial aid and still have a financial hardship. The claim that living off-campus is less expensive 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 UNLV Financial Aid & Scholarships Office.