Housing Contract Appeals

Summary/Purpose: This policy explains the appeal process students must use when wishing to terminate their Housing contracts.

Requests for release from the Housing Agreement will not automatically be granted. Residents sign a Housing Agreement that legally binds them to on-campus housing (the residence halls or the Northgate Apartments) for a full academic year. Under a limited number of circumstances, residents may be released from this obligation on a prorated basis, if notification is received in writing prior to the publicized deadline. The following reasons are accepted without penalty:

- Withdrawal or graduation from the University
- Marriage (proof required)
- Transfer to another university (proof required)
- Participation in an approved exchange program
- Student teaching outside of commuting distance
- Pharmacy externships or similar approved programs
- Military personnel given permanent change of station (PCS) or temporary duty (TDY) orders (proof required)

Residents who wish to be released from their Housing Agreement for reasons other than those listed may fill out a Housing Appeals Form have it signed by their Area Coordinator and delivered to the Student Housing Office in Miller Hall.

Releases are uncommon and are only granted by the Housing Appeals Committee under extraordinary circumstances. The Housing Appeals Committee is made up of students as well as staff members from various University departments. This group meets once per semester to review written appeals.

Appeals must be turned into the Student Housing Office no later than 15 days into the semester for which the student wishes to be released. Each student wishing to appeal will be contacted by The Office of Student Housing and Residence Life to schedule a personal interview time with the Housing Appeal Committee.

All decisions made by the committee are final, and there is no further avenue of appeal. Please note that a request for release from the Housing Agreement will not automatically be granted. Granted appeals are unique exceptions with circumstances warranting special consideration. It is in the resident’s best interest not to ignore or avoid payments to the Office of the Bursar, and not to make alternative living arrangements prior to receiving an official decision from the Housing Appeals Committee.