



HOUSING AND FOOD SERVICE CONTRACT RELEASE REQUEST

POLICY

The Housing and Food Service (HFS) Contract is a legally-binding contract. Once the HFS Contract is accepted, the student is obligated to reside on campus and is financially responsible for room and board fees for the entire HFS Contract term.

If a student has an *extreme circumstance* that they feel warrants a release from the HFS Contract, the student may submit this form for review. The HFS Contract Release Request form will be reviewed by a University committee comprised of staff members from the Housing Assignment Office, Housing Operations, and Residence Life. The student will be informed of the final determination by email within 7-10 business days after the initial submission of paperwork.

The student may be assessed a penalty fee based on the schedule identified in the HFS Contract *Terms, Conditions, and Regulations (TCRs)*, and when the HFS Contract Release Request form is submitted. TCRs are available online at <https://liveon.psu.edu/university-park/terms-conditions>. The student may view their HFS Contract in the eLiving system as a PDF file to identify the penalty schedule. Failure to pick up a room key and/or check-in to a room assignment will not release a student from the HFS Contract obligation.

Section A: STUDENT INFORMATION

Student Name _____ PSU ID _____

Penn State Access Account _____

Home Address _____ Local Address _____

Home Phone Number _____ Local Phone Number _____

Semester(s) HFS Contract release effective: Summer ____ Fall – Spring ____ Spring ____

I have read the HFS Contract Release Policy, and understand the following conditions:

- I agree to provide supporting documentation to substantiate my request, as indicated in the “HFS Contract Release Request Reason” section on page 2 of this form.
- I understand that this is only a request to be released from the HFS Contract, and that the release may not be granted by the University.
- I may be offered an alternative housing arrangement.
- If the release is granted, I agree that I will be required to pay the HFS Contract cancellation penalty fee, as identified in the HFS Contract *Terms, Conditions, and Regulations*. I understand that the fee will be charged to my LionPATH student account. I understand that failure to pay this penalty fee could result in my account being sent to a collections agency.

Student Signature _____

Date _____

Section B: HFS CONTRACT RELEASE REQUEST REASON

Indicate the reason you are requesting to be released from the HFS Contract:

- FINANCIAL provide supporting documentation that shows:**
 - The change in your financial situation *since the date that you accepted the HFS Contract*, including a copy of your Financial Aid package from LionPATH if applicable. Documentation must clearly demonstrate why you are unable to meet the financial obligation of the HFS Contract as a result of this change.
 - Your housing plans for the HFS Contract term, including a copy of any apartment leases and living expenses.
- MARRIAGE**
 - Provide a copy of the official marriage license, wedding announcement, and/or other material to verify the marriage occurred or will occur during the HFS Contract term. If the marriage date is during the HFS Contract term, the release date will be effective at the time of the marriage.
- MEDICAL/PSYCHOLOGICAL**
 - Attach the *Request for Reasonable Accommodation in Housing* form, available online at <https://liveon.psu.edu/university-park/housing-accommodations>
- OTHER** Please provide detailed explanation and any supporting documentation.

1. What has changed in your situation since accepting the HFS Contract?

2. How does your situation affect your ability to continue your obligation to the HFS Contract?

By signing below, I verify that all information contained on this form is true and accurate, and that I have read and understand the information outlined on this form.

Student Signature _____

Date _____

Section C: COMPLETED FORM SUBMISSION

The completed *HFS Contract Release Request* form should be submitted to the Housing Assignment Office:

Mail: The Housing Assignment Office Fax: 814-863-8364 Email: assignmentoffice@psu.edu
201 Johnston Commons
University Park, PA 16802