



HOUSING AND FOOD SERVICE CONTRACT RELEASE REQUEST

POLICY

The Housing and Food Service (HFS) Contract is a legally binding contract. The student completes a 3-step process to accept the HFS Contract, which includes the student's acknowledgement that accepting the HFS Contract obligates the student to reside on campus and will be financially responsible for housing and food charges for the entire HFS Contract term.

A student who has an **extreme circumstance** that they feel warrants a release from the HFS Contract should complete this form, which will be reviewed by a committee comprised Housing Assignment Office, Housing Operations, and Residence Life staff. The student will be informed of the final determination by email within 7-10 business days after the initial submission of paperwork.

The University is not obligated to release a student from the HFS Contract. However, if a student is released, a penalty fee based on the schedule identified in the HFS Contract *Terms, Conditions, and Regulations (TCRs)* may be assessed. TCRs are available online at <https://liveon.psu.edu/university-park/tcrs>. The HFS Contract is viewable as a PDF file in eLiving. Failure to check-in to a room assignment will not release a student from the HFS Contract obligation.

Students who are requesting a release for a **medical or psychological reason** should not submit this form, but instead complete the *Request for Reasonable Accommodation in Housing* form, available at <https://liveon.psu.edu/university-park/housing-accommodations>. This form will be reviewed by qualified University medical professionals.

DOCUMENTATION

The student is responsible for providing supporting documentation to substantiate the request.

Financial

- Demonstrate the change in your financial situation **since the date that you accepted the HFS Contract**. Include 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 because of a financial change.
- If you are released from the HFS Contract, provide 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.

COMPLETED FORM SUBMISSION

Submit the completed *HFS Contract Release Request* form and **supporting documentation** to:

Housing Assignment Office

455 Bigler Road
201 Johnston Commons, East Halls
University Park, PA 16802

814-865-7501
814-863-8364 fax
LiveOn@psu.edu

STUDENT INFORMATION

Student Name _____ PSU ID: _____
Access Account _____ Cell Phone Number _____
Home Address _____

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

HFS CONTRACT RELEASE REQUEST

Select Reason FINANCIAL MARRIAGE OTHER REASON

Explain other reason:

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 these conditions:

- I have provided supporting documentation to substantiate my request
- 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** _____