

2009-2010 Petition for Release from Housing & Dining Agreement

Students seeking release from the *2009-2010 Housing & Dining Agreement* must complete and submit a Petition for Release. Students who submit false information on their petition will be required to fulfill all terms and conditions of the agreement, and will be subject to additional disciplinary action by the University.

Notification

After review by the Agreement Cancellation Committee, notice of approval or denial will be sent to your university email address.

Charges/Credits

Cancellation charges and refunds, if any, will be posted to your Student Account.

Financial Aid

If your petition for release is granted your financial aid award may be reduced because on-campus resident students are eligible for more financial aid than students who live off-campus.

Resources

Please review the *2009-2010 Housing & Dining Agreement*, the online *Residence Life Guidebook* and the *Summary of Financial Procedures* (published by the Business Office).

Date Received:

____/____/____

 Approved Denied

Cancel Fee:

\$ _____

_____	_____	_____	UNIVERSITY ID# _____
Last	First	MI	
_____			Cell Phone _____
Street Address			
_____			Home Phone _____
City	State	Zip	
_____		Proposed Move Out Date _____	
Current Building	Current Room Number		
_____			_____
Signature			Date

I request release from the *2009-2010 Housing & Dining Agreement* for the following term(s):

 Fall Semester Winter Semester Summer Semester

Reason for request for release (check one):

 Taking leave of absence from the University

(Attach completed Leave of Absence form from Academic Advising.)

 Graduating in December **Study Abroad** **Withdrawal from the University**

(Attach completed Withdrawal form from Academic Advising.)

 Other (Please specify.): **Marriage**

(Date of marriage must be within the academic year. Including a copy of the marriage license or certificate is preferred.)

Note: Release for "Other" reasons is unlikely except in extreme circumstances.

1. Does your roommate (s) know that you are requesting a release from on-campus housing? Is she aware of the financial or other consequences? (If you live in a residence hall, your roommate(s) may be assigned another roommate. If you live in the apartment, your roommate(s) will be responsible for the rent difference.)

2. What unforeseen circumstances have caused you to request release from the *2009-2010 Housing & Dining Agreement*? (Please attach additional sheets or correspondence if necessary.)

3. Describe your proposed alternative housing plan. Indicate where and with whom you will reside; include address and phone.

2009-2010 Petition for Release from Housing & Dining Agreement Policies & Cancellation Fees

Policies

- The Housing & Dining Agreement is a legally binding, year-long (Fall and Winter semesters) agreement with the University of Saint Catherine. It is expected that all students will honor the agreement for the entire academic year.
- Release from the Agreement for other than the following reasons is unlikely except in extreme circumstances: Graduation, study abroad, marriage, leave of absence, withdrawal.
- Appeal for release for reasons other than those listed above, or for waiver of cancellation charges, must be submitted in writing with appropriate documentation to the Director of Residence Life.
- Housing and dining charges or applicable refunds are calculated based on actual move-out date.

Fees to Cancel Housing & Dining Agreement for Full Academic Year	
Fall 2009 Newly Admitted First Year & Transfer Students	
Cancel Date	Cancel Fees
June 15 or earlier	No charge
June 16 through 1 st day of class	\$100 (forfeit Housing Advance)
During 1 st week of semester	10% of housing and meal plan charges plus \$100 (forfeit Housing Advance)
After 1 st week of class	\$100 (forfeit Housing Advance); consult "Summary of Financial Procedures" for refund amount, (based on cancellation date)
Fall 2009 Returning Students	
Cancel Date	Cancel Fees
June 15 or earlier	\$100
June 16 – July 15	\$200
July 16 – August 15	\$300
August 16 – day before classes begin	\$550
During 1 st week of semester	10% of semester housing and meal plan rate plus \$500
After 1 st week of class	\$350; consult "Summary of Financial Procedures" for refund amount, if any (based on cancellation date)

Fees to Cancel Housing & Dining Agreement for Winter Semester	
Winter 2010 Newly Admitted First Year & Transfer Students	
Cancel Date	Cancel Fees
Before January 15	No charge
January 16 – day before classes begin	\$100 (forfeit Housing Advance)
During 1 st week of semester	10% of housing and meal plan charges plus \$100 (forfeit Housing Advance)
After 1 st week of class	\$100 (forfeit Housing Advance); consult "Summary of Financial Procedures" for refund amount, if any (based on cancellation date)
Winter 2010 Returning Students	
Cancel Date	Cancel Fees
Before October 31	\$50 Note: No cancellation fee will be charged for graduation, Winter semester study abroad, marriage, leave of absence or withdrawal if Petition for Release is submitted by October 31
November 1 – November 30	\$200
December 1 – December 31	\$300
January 1 – Day before classes begin	\$550
During 1 st week of semester	10% of semester housing and meal plan rate plus \$500
After 1 st week of class	\$350; consult "Summary of Financial Procedures" for refund amount, if any (based on cancellation date)