Received_____

MOUNT ST. MARY'S UNIVERSITY

Request for Release from Housing Contract

Last Name:	First Name:	M.I.:	Email:

For the _____(**Semester)** of_____(**Academic Year**)

I am requesting to be released from my housing contract. By doing this I wish to be relieved of the financial responsibility of the housing payment for the:

I am requesting to (check one):

- ☐ Withdraw from Mount St. Mary's University (you must also see the **Registrar**)
- ☐ Move to an off-campus address and continue being a Mount student
- ☐ Other_____

I am making this request to be released from my housing contract for the following reason(s): (check all that apply). Checking a box may still mean you will be assessed a $500 charge for breaking your housing contract. Please attach a separate sheet if more space is needed.

- ☐ **Financial**

  _____
  _____
  _____
  _____
  _____

  NOTE: Financial data will be verified with the Financial Aid Office.

- ☐ **Employment**

  _____
  _____

- ☐ **Medical (**Attach requirements from physician)

  _____
  _____
  _____
  _____
  _____

- ☐ **Personal**

  _____
  _____
  _____

- ☐ **Other**

  _____
  _____

_____ _____ _____

Printed Name of Student **Date** **Signature of Student**

I understand that by signing above I will be granted a release from my contact, but I may be assessed a $500 fee for a breach of my housing contact. Confirmation of release and $500 fee status will be sent via email to the address provided above.