



## Housing and Residence Life

# Contract Release Form

Residents who sign their Housing application and contract have entered into a legally binding agreement with Montana State University- Billings for the purchase of housing for the academic year. Once a student has moved into the residence halls, he/she is bound to the contract and may only be released for the following reasons. Any student wishing to be released from his/her contract during the academic year must complete the following form and gain approval from the Director of Residence Life. If a release from the contract is not granted, the student is financially responsible for the cost of the room and board for the entire semester. Prorated refunds are only given through the first eight weeks of the semester.

Name \_\_\_\_\_ ID# \_\_\_\_\_

Residence Hall Address \_\_\_\_\_

I am requesting a release from my housing contract for the following reason (s):

- \_\_\_\_\_ With draw from Montana State University- Billings
- \_\_\_\_\_ Graduation from Montana State University- Billings
- \_\_\_\_\_ Internship or student teaching assignment out of the area
- \_\_\_\_\_ Medical Condition
- \_\_\_\_\_ Extreme financial circumstances
- \_\_\_\_\_ Marriage
- \_\_\_\_\_ Academic Suspension
- \_\_\_\_\_ Disciplinary Suspension
- \_\_\_\_\_ Dropping below 12 credits
- \_\_\_\_\_ Other extenuating circumstances ( please attach a letter)

Supporting documentation or additional information may be requested to support your application for release. In addition, please keep in mind the first year residency requirements that are outlined in the Student Affairs Handbook. Students may be required to complete a residence hall residency exemption from in addition to this form.

Signature of resident \_\_\_\_\_ Date \_\_\_\_\_

Approved

Denied

Director of Residence Life \_\_\_\_\_ Date \_\_\_\_\_