PETITION TO BE RELEASED FROM THE HOUSING CONTRACT

The Housing Contract covers an entire academic year, fall and spring semesters or 11½ months for Tribe Square (summer, fall, spring). A student will only be released from their Housing Contract for the following reasons:

(1) The student gets married. A copy of the marriage certificate is required for verification.

(2) The student is accepted in a William & Mary approved Study Abroad program. Verification must be received from the Reves Center.

(3) The student is ending their enrollment at William & Mary which may include withdrawing from the university, being academically dismissed or transferring to another institution. Verification is required from the Dean of Students Office or the student's graduate program.

(4) The student is released by the Contract Release Committee due to extraordinary circumstances.

CONTRACT RELEASE REVIEW COMMITTEE
The Contract Release Review Committee consists of three campus administrators. The Associate Director for Administration in Residence Life sits on the Committee ex officio.

A student making a request to be released from the Housing Contract is asking for an EXCEPTION. An approval of the petition is NOT automatic and is generally given only for extraordinary circumstances. Signing a lease or purchasing a home off campus does not in and of itself constitute ‘extraordinary circumstances’.

DEADLINE FOR REVIEW
Petitions with supporting documentation must be submitted to Residence Life, Campus Center 212, faxed to the office (757-221-1240) or emailed to living@wm.edu by 12 noon on the first or third Monday of the month. Generally petitions are reviewed on the first and third Wednesdays of the month. The student will be contacted regarding the committee’s decision with an e-mail sent to their W&M e-mail address.

SUPPORTING EVIDENCE/DOCUMENTATION
It is the student’s responsibility to furnish the Contract Release Committee with appropriate supporting documentation. Examples may include: financial statements, if claiming financial hardship due to a loss of income or financial aid; letter from a potential landlord showing proof of rent, etc.

MEDICAL NEEDS
Students who are requesting a release based on a medical need that can be supported with documentation should submit the appropriate medical forms and petition to Lesley Henderson in the Dean of Students Office, Campus Center 109.

CHECK LIST
☐ A signed Contract Release Petition page and question responses on separate sheet(s) of paper
☐ Contract Release Financial Information sheet (only if requesting release based on financial reasons)
☐ Signed Contract Release Commuter Request Form (only if requesting to live with a parent/guardian)
☐ Any additional supporting documentation/evidence (supporting documentation is strongly encouraged)
☐ Make appointment to meet with the Associate Director for Administration in Residence Life to discuss the process
CONTRACT RELEASE PETITION
PLEASE PRINT IN INK

LAST NAME                      FIRST NAME                      MIDDLE INITIAL

Student ID Number:______________________________ Sex: Male Female

William & Mary Email Address:______________________________

Current Social Classification: Sophomore Junior Senior Graduate

Current Room Assignment: ________________________________

Building/House Room Number

Current Room Assignment Is A:

_____ Single         _____ Double         _____ Triple         _____ Quad

_____ Nicholas or Cabell apt.         _____ Ludwell apt.

_____ Tribe Square apt.         _____ Grad double apt.         _____ Grad triple apt.

_____ Grad quad apt.

Your responses to the questions below represent you and your situation to the Contract Release Committee so please be as detailed as possible to the Committee can fully understand your needs and situation.

On a separate sheet discuss the following:

1) Reasons for your request to be released from your Housing Contract. Include in your explanation why your case is extraordinary.

2) How has your situation changed since you signed your housing contract or selected housing online as an individual or as part of a roommate group.

3) Why is moving to another residence hall or changing rooms not a solution to your situation.

4) What resources you have used on campus to help you with your current situation. If you are requesting a release due to a roommate conflict, what avenues have you pursued to help with the conflict.

5) How will off-campus living help your situation.

If you cancelled housing during the designated cancelation period and are seeking a waiver of the cancellation fee due to financial need please respond to the following question only.

1) Reasons for your request to have the cancellation fee waived. Include an explanation of your financial need and why it is extraordinary. Include any supporting documentation.

The Honor Code encompasses a wide range of behaviors which have specific importance to your petition. Honesty in presenting all the facts necessary for the Committee to make an informed evaluation and decision is expected. Your signature below verifies your understanding of the Honor Code as stated in the student Handbook and its relevance to the following request.

Student’s Signature (Required):______________________________ Date:_______________

*Don’t forget to include all supporting evidence/documentation!*
## Contract Release Financial Information

The following criteria will be used when making decisions based on a financial change.

- Do you have any financial aid? Has this been reduced or are you no longer eligible? Verification from Financial Aid should be included.
- Did you have student loans that you are no longer eligible for?
- Has one or more parent(s)/guardian experienced a significant change and has that change resulted in a loss of income?
- What has changed in your or your family’s financial situation?
- Any other extenuating circumstances? How has your situation changed since you signed your housing contract?

If claiming financial hardship, please take the time to break down your projected savings using the information below. Remember **the burden of proof is on you** so be sure to provide all the supporting documentation you can for the information you provide.

<table>
<thead>
<tr>
<th>On-Campus Living- Monthly</th>
<th>Off-Campus Living - Monthly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rent * (Main campus double)</td>
<td>$864.00</td>
</tr>
<tr>
<td>Electricity</td>
<td>included in rent</td>
</tr>
<tr>
<td>Gas (if applicable)</td>
<td>included in rent</td>
</tr>
<tr>
<td>Cable TV Service</td>
<td>included in rent</td>
</tr>
<tr>
<td>Internet access</td>
<td>included in rent</td>
</tr>
<tr>
<td>Furnishings</td>
<td>included in rent</td>
</tr>
<tr>
<td>Transportation Costs to and from campus, including parking pass</td>
<td>$0</td>
</tr>
<tr>
<td>Meal Allowance/Food **</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL PER MONTH**

* The rent charge above is based on the 2017-18 rent for a main campus double room. The charge for a main campus double is divided by 4 months in the semester to arrive at an approximate monthly rent charge. If you do not live in a main campus double room, use the rates below:

<table>
<thead>
<tr>
<th>Housing Type</th>
<th>Monthly Rent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tribe Square / One Tribe Place Single / Lemon/Hardy Single / Fraternity Housing Single</td>
<td>$4186.00/4 = $1046.50</td>
</tr>
<tr>
<td>One Tribe Place Double / Lemon/Hardy Double / Fraternity Housing Double</td>
<td>$3886.00/4 = $971.50</td>
</tr>
<tr>
<td>Main Campus Single</td>
<td>$3756.00/4 = $939.00</td>
</tr>
<tr>
<td>Main Campus Double / All Undergraduate Apartments</td>
<td>$3456.00/4 = $864.00</td>
</tr>
<tr>
<td>Main Campus Triple /Double Overcrowd</td>
<td>$3356.00/4 = $839.00</td>
</tr>
<tr>
<td>Main Campus Quad / Triple Overcrowd</td>
<td>$3306.00/4 = $826.50</td>
</tr>
<tr>
<td>Graduate Complex Double Apartment</td>
<td>$3956.00/4 = $989.00</td>
</tr>
<tr>
<td>Graduate Complex Triple or Quad Apartment</td>
<td>$3790.00/4 = $976.50</td>
</tr>
</tbody>
</table>

**Meal Plan Information**: If you are currently on a meal plan, take the cost of the meal plan and divide it by 4 to arrive at a monthly meal allowance.
This is to certify that I will be residing at the home of my parents, guardian or relative __________________________ commuting to William & Mary for the __________________ (term or school year). I understand that if I do not reside at this address during the time stated above, my housing contract with Residence Life will be reinstated and I will be financially responsible for campus housing.

________________________________________  __________________________
Student Name  Student ID #

I will be residing at the following address:

________________________________________
Street

________________________________________
City  State/Zip

________________________________________
Phone Number

I certify that the information provided is true and accurate and the above named student will be residing with me at the address provided.

________________________________________  __________________________
Parent/Guardian Signature  Date