



GUIDELINES FOR LICENSE AGREEMENT CANCELLATION REQUEST MIDDLE TENNESSEE STATE UNIVERSITY

The Housing License Agreement is for the full academic year. There is no requirement for Residential Life to allow cancellation of the License Agreement outside the terms stated in the Agreement. Residential Life considers only those applicants for release who have submitted the appropriate documentation, and for whom continued hall residence would cause an extreme hardship. Please consult License Agreement for additional information.

1. Please read this entire guideline sheet, and if you feel you have a legitimate request, complete, in full, the required forms along with any supplemental information or documentation that will support your request. **Documentation should be very thorough and accurate.** By claiming Financial Hardship you are authorizing a Residential Life Staff member to review confidential information regarding your Financial Assistance Status for the purpose of verification. Your independent physician may document claims of medical conditions, however our school physician must validate condition.
2. In order to obtain release from the Spring Semester, you will need to complete a *License Agreement Cancellation Request* form and return to KUC 300 by no later than the deadline listed on the Housing License Agreement. *Requests received after this posted deadline may not be processed until the Spring Semester* and if approved, will forfeit the \$150 prepayment for Spring and appropriate rent charges will be assessed. You may wish to keep a copy of the form for your records.
3. Refund Schedule: Please refer to the MTSU Class Schedule book for refund dates and applicable 75% - 25% amounts for releases that happen during the semester. Refunds of the \$150.00 Spring prepayment are considered only for those students with approved requests which are submitted prior to deadline stated in Housing License Agreement.
4. Release requests will generally be reviewed by the License Agreement Release Committee, which is comprised of both students and administrators. You will be notified of their decision in writing.
5. Should you wish to appeal the decision made on your case by the License Agreement Release Committee, you will need to submit a *License Agreement Cancellation Appeal Request form*. This can be picked up at Housing and Residential Life, KUC 300. An appeal must be accompanied by additional information regarding your situation. Appeals will not be granted if there is no new and/or additional documentation to be reviewed. Please fill out the form and submit it to KUC 300. Appeal requests will be reviewed by the Associate Director and/or the Director of Housing and Residential Life. All requests for appeal need to be submitted to KUC 300 **within 10 days of notification of your request being denied.** There is no formalized departmental appeal beyond this final review.
6. I have read and understand the above stated guidelines. This request cannot be processed without a student signature.

Student's Identification Number

Hall / Room Number / Phone number

MTSU P. O. Box Number: _____

Student Signature

Date

LICENSE AGREEMENT CANCELLATION REQUEST FORM

MIDDLE TENNESSEE STATE UNIVERSITY

Date: _____

Name of Applicant: _____
Please Print, Last Name First

ID#: _____

Residence Hall: _____

Room Number: _____

MTSU P.O. Box Number: _____

Room Telephone Number: _____

Students should check their campus post office boxes regularly since most housing correspondence to students is sent through campus mail. Students are responsible for appropriately responding to instructions delivered through campus mail.

I request cancellation of my MTSU Housing License Agreement, to be effective: _____ Term: _____

Effective Date: _____, for the following reason: (Please check only one)

- | | |
|---|--|
| <input type="checkbox"/> Graduation | <input type="checkbox"/> Withdrawal from the University |
| <input type="checkbox"/> Academic Internship
(Requires written verification from your College/Internship site) | <input type="checkbox"/> Transferring to another college/university
Please specify: _____ |
| | <input type="checkbox"/> Not attending School |

Requests for release in the special exception categories requires additional documentation.

_____ **Extenuating Health Concerns.** A letter from a registered physician must accompany this request verifying that the medical condition requires that the student move off campus. Your independent physician may document claims of medical conditions, however, our school physician must validate condition.

_____ **Financial Hardship.** Evidence of a significant change in financial situation from the time the License Agreement was signed until the present date must accompany this request. In addition, if the student is planning to move home, a letter from the parent/guardian confirming that the student will be living in their home is also required.

_____ **Marriage/Change in Composition of Family Unit.** Changes in marital status and/or family unit are subject to review and Student is required to provide appropriate documentation within 30 days of the event.

_____ **Other.** (Please attach supporting documentation and a written explanation, if appropriate.)

All information on this form is true and complete to my knowledge. I understand that falsification of information can lead to my petition being denied. I understand that this is only a request and needs to be approved in writing if I am to be financially released from my License Agreement. (This form must be filled out completely for consideration, or it will be returned to the student.)

Student's Signature

Date

CATEGORIES FOR RELEASE

MIDDLE TENNESSEE STATE UNIVERSITY

The MTSU Student Housing License Agreement is for the **Full Academic Year**. If you wish to be considered for release from the License Agreement, you must meet one of the conditions listed in the License Agreement or must document circumstances sufficient for the granting of a special exception. Acceptable categories may include:

A. GRADUATION

Housing and Residential Life must verify official graduation before any financial adjustments can be made.

B. ACADEMIC INTERNSHIP/OFF CAMPUS ACADEMIC EXPERIENCE

Your college/Internship site must provide the location, duration and verification of the internship.

You are required to submit this verification with your request. Release is granted only if distance to the internship site is sufficient such that living on campus would pose a significant hardship.

C. WITHDRAWAL FROM THE UNIVERSITY

Student must have obtained a WITHDRAWAL from the University by TRAM or by appointment with the Associate Dean.

Housing and Residential Life must verify University withdrawal before any financial adjustments can be made.

D. TRANSFERRING TO ANOTHER COLLEGE/UNIVERSITY

Student plans to attend school next semester at another college or university.

E. NOT ATTENDING SCHOOL

Student has no plans to attend this or any other school at this time.

F. EXTENUATING HEALTH CONCERNS - SPECIAL EXCEPTION

You will need to demonstrate that Housing and Residential Life is not able to provide any accommodation on campus that would alleviate the condition, and both the medical condition and the need to move off campus must be verified, in writing by a physician. Refer to the "**LICENSE AGREEMENT CANCELLATION REQUEST FORM**" for specific instructions. Your independent physician may document claims of medical conditions, however, our school physician must validate condition.

G. FINANCIAL HARDSHIP - SPECIAL EXCEPTION

You will need to demonstrate that there has been a significant change in your financial situation, or the situation of any other(s) supporting you, from the time the License Agreement was signed to present. Documentation supporting this change **MUST** be provided with your request. In addition, if the student is planning to move home, a letter from the parent/guardian confirming that the student will be living in their home is also required.

H. MARRIAGE AND/OR CHANGE IN COMPOSITION OF FAMILY UNIT

Marriage and/or a Change in Family Unit (i.e. divorce, separation, is no longer a custodial parent) may not qualify as a condition for release from the license agreement; however, it may qualify student for assignment change provided Premises is available. This exception category is subject to review and Student is required to provide appropriate documentation within 30 days of event.

Situations that cannot be verified through the Records Office will require supportive documentation with your request. Documentation can consist of any materials that you feel may be relevant to explain or reinforce your situation. This documentation must accompany your formal request for release.

No room payment refund will be issued if a student is released from the License Agreement after the end of the 25% refund period. For additional information and/or requirements, please refer to your License Agreement and MTSU Class Schedule book.