

Northern View Community Contract Release Request



For this Northern View Community Contract Release Request to be valid, the following statements must be read and initialed by the student making the request.

_____ I understand this is a request for termination of a legally binding contract. Termination is subject to approval by Housing and Dining at Northern Illinois University. If this contract release request is denied, I will be obligated to live in the Northern View Community or, if I choose to live elsewhere while my contract is still in effect, to pay the full amount of charges under the terms set forth in the *Addendum to the Northern View Community Contract*.

Be advised that you should not make off-campus arrangements until you have received WRITTEN notice of approval.

_____ I understand that if this Northern View Community Contract Release Request is granted, I will incur the cancellation and administrative fees as outlined in the current *Addendum to the Northern View Community Contract*.

Personal Contact Information:

Name: _____ NIU Z ID #: _____
First Initial Last

Birth date ____/____/____ High School Graduation month and year ____/____

Address: _____ City: _____

State: _____ Country: USA Other _____ Zip: _____

Northern View Community Building and Apartment # _____

Primary Phone # _____ Alternate Phone # _____

Primary email _____ Alternate email _____

1. Cancellation of Specific Contract Component(s) (check all that apply):

NIU Northern View Community Contract

2. Cancellation for Semester(s) (check all that apply):

Fall and Spring Semester 20____ (year)

Spring Semester Only 20____ (year)

Fall Semester Only 20____ (year)

Summer Semester Only 20____ (year)

3. Reason for Contract Release Request (Select appropriate area):

Contract release categories that are subject to administrative verification, but do not require student to supply additional documentation:

Academic internship/field outside of DeKalb County

Academic suspension/dismissal

Student teaching assignment outside of DeKalb County

Withdrawing from NIU (taking no classes)

NIU Study Abroad program

Graduating Semester _____

Release categories listed below **require that the student complete and submit the additional documentation** outlined in detail in the accompanying materials: **(Attach the required documentation to this form to complete your request.)**

Commute from permanent home address

Medical accommodation

Family status change

Military commitment

Financial hardship

Other _____

Greek membership housing (31+ NIU credits or lived in NIU residence halls minimum 2 semesters.)

Requesting Student Signature Required.

Student Signature

Today's Date

Required Documentation

Northern View Community Contract Release Request



All narratives and other documentation need to have the full name of the student making the Northern View Community Contract Release Request on each page. Narratives and other documents need to be attached to the back of the original Northern View Community Contract Release Request form. Students should keep a copy of all forms, narratives and other documentation submitted.

Commute (Commuting distance is defined as no further than 65 miles)

Commute from home of parent or legal guardian: Notarized letter from parent or guardian stating that the student will be commuting from that location and an explanation from the student of what has changed since the student signed their current Northern View Community Contract that now causes them to need to commute.

Commute from the home of another adult family member: Notarized letter from parent or legal guardian explaining why this other location is necessary and an explanation from the student of what has changed since the student signed their current Northern View Community Contract that now causes them to need to commute.

Commute from an independent permanent residence: Legal documentation that the student has been granted status as an emancipated minor after their current Northern View Community contract had been signed.

Family Status Change

Family obligations - change in family status due to family member health issues, need for additional care, death: notarized statement from parent/guardian, accompanied by appropriate doctor's support and/or legal documents.

Financial Hardship

Financial Aid Award adjustment: Completion of the Northern View Community Contract Release Request *Financial Aid Confirmation* Form by the NIU Financial Aid counselor verifying that the student's financial aid award for the current year and the amount the award changed since the date the student signed their current residence hall contract. Documentation from the student of all of their other current means of income, such as: bank statements, pay stubs, copies of bills, copies of university bills of other family members in college, and any other documents that would support the budgetary information being used to explain the need for the request for release.

Change in family income: Written narrative from the student explaining how the family's income situation has changed since the student signed their current Northern View Community contract. Supporting documents to verify the stated changes: copies of job status changes on company/organization letterhead, legal documents outlining changes in business ownership, change in marital status, bankruptcy proceedings, unexpected family expenses, etc.

Change in personal income: Written narrative from the student explaining how they were originally planning to meet their academic and Housing and Dining expenses for the year, how moving off campus, rather than to a less costly on campus accommodation will address their concerns, and what makes their personal situation unique/extraordinary. Documentation must include verification of all personal means of income (financial aid, work, savings, etc.) and what has happened to alter their financial resources since the student signed their current Northern View Community Contract.

Greek Membership Housing

Required documentation is copy of a DARS report verifying that the student currently has earned 31 or more hours of NIU credit and written confirmation from the chapter in which the student is an active member and that they are moving into the chapter house if they are released from their Housing and Dining contract. Students are not released to move in with other group members who live in individual private housing rather than an established chapter house.

Medical Accommodation

Personal physical health issues: Written narrative from the student describing how their medical situation has changed since they signed their current Northern View Community Contract, what specific accommodation they need that can not be met within the NIU Housing and Dining system, what NIU resources they have used to address their concerns, and how living off campus will address their health concerns. Documentation must include a statement on NIU departmental letterhead from a physician at the NIU Health Services verifying the student's condition, its severity, the treatment currently being used, and how they believe living off campus will better address the student's health concerns. The student may include a letter/information from a health care provider in private practice, but it may not be used as a substitute for the documentation from an NIU physician.

Personal psychological health issues: Written narrative from the student describing how their psychological health situation has changed since they signed their current Northern View Community Contract, what specific accommodation they need that can not be met within the NIU Housing and Dining system, what NIU resources they have used to address their concerns, and how living off campus will address their psychological health concerns. Documentation must include a statement on NIU departmental letterhead from a physician at the NIU Health Services or a psychologist at the Counseling and Student Development Center verifying the student's condition, its severity, the treatment currently being used, and how they believe living off campus will better address the student's psychological health concerns. The student may include a letter/information from a mental health counselor, psychologist, religious counselor or physician in private practice, but it may not be used as a substitute for the documentation from an NIU physician or Counseling and Student Development Center staff psychologist.

Military Commitment

Required documentation is a copy of the student's military paperwork showing the date they need to report for active duty.

Other

Written narrative from the student describing the nature of the situation causing them to request a release from their Northern View Community Contract. The narrative needs to include: Discuss how your circumstances have changed since the signing of the Contract for University Housing, what they feel makes their situation extraordinary, why moving to another Northern View Community apartment will not address their concerns, the NIU resources the student has used for assistance in addressing their concerns, and how off-campus living will help the situation. Depending on the situation of concern, additional documentation might include: statements from employers, police reports, academic/personal records, and/or legal documents.