



Residence Hall/Northern View Community Contract Release Request

For the Contract Release Request to be valid, the following statements must be read and initialed by the requesting student.

_____ I understand this is a request for termination of a legally binding contract. Termination is subject to approval by Housing & Residential Services. If this contract release request is denied, I will be obligated to live on-campus 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 Residence Hall Contract.

_____ I understand that if this Contract Release Request is granted, I will incur the cancellation and administrative fees as outlined in the Housing Contract and my room and meal plan will be removed.

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

Contact Information:

Name _____ zID _____
 First Initial Last

Current Address _____ City _____

State _____ Zip _____ Primary Phone _____ Alternate Phone _____

Primary email: *Official Z ID email account will be used Alternate email _____

Cancellation of either the full housing contract period or specific semester and/or Summer Session

- Fall and Spring 20____ (year) OR: Only Spring 20____ (year)
- Only Fall 20____ (year)
- Summer Session 20____ (year)

Please choose only ONE box from ONE column below, based on enrollment status

Contract Release Request with Continued Enrollment at NIU

Additional documentation Required. See attached.

- NIU-approved academic internship/clinical/student teaching/NIU Study Abroad
- Family status change
- Financial hardship (Personal)
- Greek membership housing
- Medical accommodation
- Military commitment
- Release to Commute (exceptional circumstances)
- Part Time Enrollment
- Other

OR

Contract Release Request – No Further Enrollment at NIU

No additional documentation required

- Withdrawal
- Academic Dismissal
- December Graduation

****Only submissions with all student supplied documentation will be accepted. Incomplete release requests will be denied. There is a 10-day deadline from the date of form submission to supply secondary information from another ON-CAMPUS office such as a medical accommodation form, verification of enrollment status, or information relating to a student teaching assignment, prior to being deemed incomplete****

Requesting Student Signature Required.

Student Signature

Today's Date



Additional Required Documentation for Residence Hall Contract Release Requests with Continued Enrollment at NIU

Contract release requests (including the release request form) must be submitted, signed, and documented **by the student**. All documents must have the student's full name and zID on each page. The signed narrative **from the student** and all supporting documents must be provided with the original request form for the submission to be complete; if not, there is a 10-day deadline from the stamped-in date for completion. Incomplete submissions are denied on the basis of their incomplete status. Statements from parents or others may supplement—but **do not** replace—the signed narrative **from the student**. Students should keep a copy of all forms and other documents submitted. Please take care to remove Social Security Number (SSN) information on submitted documents. *Thank you!*

Academic internship/clinical practicum/student teaching outside DeKalb County

Required: Submit a letter on department letterhead, signed by the faculty coordinator, verifying that you have a full-time internship, clinical practicum, or student-teaching assignment outside DeKalb County that spans the requested semester.

Family Status Changes

1. **Birth of a dependent child for whom the student is the parent and will be the primary caregiver**
Required: Submit a copy of the child's birth certificate or physician documentation of expected delivery date.
2. **Marriage**
Required: Submit a copy of the marriage license. However, if the marriage preceded completion of the housing contract, also provide a signed narrative with documentation of the extraordinary circumstance which has arisen. That does not apply to Northern View Community family-style contracts.
3. **Family obligation (family member health issues or need for additional care; death in the family) Required:**
1) Submit a signed written narrative describing the extraordinary circumstance that arose or worsened since the completion of the housing contract. 2) Also, provide a notarized statement from parent or guardian verifying that you will be commuting from the home address. 3) Also, provide a letter from the family member's attending healthcare provider or other licensed professional stating that the family member requires additional support in the home.

Financial Hardship

All such requests must be documented by a consultation with a Financial Aid Counselor in the NIU Financial Aid office, who will complete the required form (Financial Aid Confirmation Form) for you. NIU President Douglas Baker created a new University initiative, "Financial Literacy", designed to help students become fully aware of costs and responsibly manage financial resources for their college education. Because personal accountability is a vital component of financial literacy, there is no substitute for being certain of your financial situation before taking a binding contract. There is no guarantee that a request to cancel a valid contract taken before you verified your financial resources will be granted.

1. **Financial Aid Award reduction**
Required: 1) Submit a signed written narrative describing the extraordinary circumstance that arose since the completion of the housing contract. 2) Also, contact the Financial Aid office and request to have a consultation with a Financial Aid counselor, who will complete the required form (Financial Aid Confirmation Form) verifying that the amount awarded has changed since the date you completed the residence hall contract.
2. **Change in family or personal income**
Required: 1) Submit a signed written narrative describing the extraordinary circumstance that arose since the completion of the housing contract. 2) Also, submit copies of an employment termination letter and/or other documents verifying points mentioned in the narrative. 3) Also, contact the Financial Aid office and request to have a consultation with a Financial Aid counselor, who will complete the required form (Financial Aid Confirmation Form) verifying the difference between costs and resources, and describing loans and aid for which you are eligible. To be

valid, this information must correspond to the academic year for which the release request is submitted. Information from a previous academic year will be denied as incomplete.

Greek Membership Housing

Students must not be bound by the freshman residency requirement (go.niu.edu/residencyrequirement) in order to be eligible for a contract release to move into housing in a SA recognized Greek organization house. This means a student must have either completed 24 credit hours, turned 21, etc. by the semester for which a release has been requested. Freshman students are ineligible for Greek housing during their first year at NIU.

Required: Submit a signed letter, on organizational letterhead, from the Chapter President (or faculty advisor if the president is the applicant) verifying that you are an active member and will be moving into the chapter house upon being released from the Housing & Residential Services contract.

Medical Accommodation:

Required: You must contact NIU Health Services, the Disability Resource Center, or Counseling & Consultation Services, depending on your specific needs, and follow that office's procedure for verifying your medical concerns. Those offices will submit a recommendation based on their evaluation. **Do NOT submit any medical paperwork, or a narrative to Housing & Residential Services if you are seeking a medical release.**

Military Commitment

Required: Submit a copy of the student's military paperwork showing that the reporting date for active duty is during the semester for which the contract release is requested.

Release to Commute with Exceptional Circumstances

Required: Submit a notarized Residence Hall Commute Supplement Request and a personal narrative explaining why you believe a release is a necessity, and what has changed in your situation since the completion of the contract.

Part-Time Status

Required: Submit a copy of the semester schedule showing course enrollment of no more than 11 undergraduate or 8 graduate credit hours.

Other

As a general guideline, only unforeseen, extraordinary circumstances that are described in a signed, written narrative and fully supported with independent documentation are considered. Topics to consider are how circumstances have changed, why the situation is extraordinary, why moving to a different residence hall would not be an acceptable option, and how off-campus living will help the situation.