

## **Housing Agreement Release Request**

The Residence Hall Housing Agreement is binding for the entire academic year. This Agreement is strictly adhered to with exceptions made under special circumstances. Students who wish to request a release may do so by completing the Housing Agreement Release Request form and submitting it to the department of Housing and Residence Life. Submitting a request for a release does not guarantee release nor should acceptance of the request by the Residence Life Office be construed as a commitment to release.

Residents requesting a Residence Hall Housing Agreement release must provide written documentation that a significant, uncontrollable, and unforeseen change in circumstance has occurred, since the time the Agreement was signed, which has created a special housing need that cannot be provided by the Residence Life Office.

### **The Process for Requesting a Release**

1. Resident must obtain, complete, and submit a Housing Agreement Release Request to Housing and Residence Life.
2. Depending on the reason for the release request, the resident must also provide a written letter outlining the following:
  - a. The reason(s) for requesting a Housing Agreement Release Request
  - b. The change in circumstance that prevents the resident from living in on-campus housing
  - c. How the resident's housing needs cannot be accommodated through on-campus housing

The request will be reviewed by the Residence Life Office and a decision will be communicated to the resident via Chaminade email within 7-10 business days.

**Signing and submitting this form signifies that you have read and understand and agree with all information on this form.** I understand that:

- I am responsible for the terms and conditions of my completed Housing Contract/Agreement
- I am aware that the Housing Contract/Agreement is binding for the entire academic year
- By completing and signing this Agreement Release Request, I am stating that:
  - I have read and understood the Agreement Release Guidelines,
  - I wish to have my on-campus housing assignment cancelled, and
  - I wish to be released from my responsibility from my Housing Contract/Agreement
- I am aware that submitting this request does not guarantee that I will be released from my Housing Contract/Agreement
  - If my request for release is not approved, a space on-campus will be reserved for me and I will remain responsible for all housing charges
  - I understand that if I am approved for release, I will be charged in accordance to my Housing Contract/Agreement and am responsible for the associated fees and charges outlined therein.

# Chaminade University of Honolulu Office of Residence Life

## Request for Release from Housing Contract

The Procedures for submitting this form are as follows:

1. Submit request to the Residence Life Office.
2. Request will be forwarded to the Vice President of Student Affairs/Dean of Students for review.
3. Verify with the Residence Life Office if request has been approved or denied.

Please note that this is only a request, therefore you must check with our office to verify if you have been released from further charges, etc. If your request is denied, you will be responsible for payment for the remainder of the contract. We recommend that you wait until an answer is available before pursuing other accommodations. Should you have any questions, please come to the Residence Life Office (Kieffer 11) or contact Dayna Bareng, Residence Life Housing Coordinator at 808-739-4648.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

CID: \_\_\_\_\_ Contact #: \_\_\_\_\_

CUH Email Address: \_\_\_\_\_

Residence Hall and Room Number: \_\_\_\_\_

Date you are requesting to be released from contract: \_\_\_\_\_

### **Personal Statement:**

Attach documents supporting your request to be released.

Please explain in *detail* your reason(s) for requesting to be released from your housing contract. Feel free to submit any documentation that will support your claim.

I have read and understood the procedures for submitting a request to be released from my housing contract as stated on the reverse side of this form.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Chaminade University of Honolulu Office  
of Residence Life

Request for Release from Housing Contract

**DO NOT WRITE BELOW THIS LINE - FOR OFFICE USE ONLY**

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Check-In Date:

Check Out Date:

Resident Status this Semester: New/Returning

Class Status: Fr So Jr Sr

Date Request Received: \_\_\_\_\_ Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_ Pending: \_\_\_\_\_

Comments: \_\_\_\_\_