



Guidelines for Louisiana State University Application for Release

Without Penalty from the Residence Halls Academic Year Contract

Attention First Year Students: *This process is separate from the First Year Housing Expectation (FYHE). You must first receive an exemption from the FYHE before submitting a request for release without penalty.*

(Note: All guidelines for residence halls also apply to East Campus, West Campus and Nicholson Gateway Apartments) The housing contract is issued for the full academic year. The contract is strictly adhered to with exceptions made only under special circumstances. A request for a release from the contract does not constitute an automatic release nor should acceptance of this form be construed as a commitment to release. Consideration for adjustments is made in cases of necessity as determined and approved by the Department of Residential Life. **Residents requesting a release without penalty must establish through documentation, two issues:**

- 1) A change in circumstance creating a special need after moving into the assigned space, and
- 2) Residential Life has no other form of housing that will meet this need.

Process for Requesting a Release Without Penalty

- a. In order to receive an Application for Release without Penalty from the Residence Halls Academic Year Contract, a student must complete a Pre-Exit Interview with a member from the Assignments team in Grace King Hall.
- b. Upon completion of the Pre-Exit Interview, the Assignments representative will furnish the student with an application for completion.
- c. Student should return the Application for Release without Penalty from the Residence Halls Academic Year Contract, **and all necessary documentation** listed below, to the Grace King Front Desk where the student will be advised appropriately.
- d. Contract Release Committee will review the completed packet.
- e. A decision will be rendered and a notice of decision will be emailed to the student's LSU email address.

Necessary Documentation

The following is a list of documentation that must be provided in support of the resident's application for release without penalty:

- a. **Medical:** Once the Application for Release without Penalty is returned to the Assignments representative, a complete explanation of medical condition by the treating qualified professional will be requested by Residential Life. A medical form will be issued to the applicant for completion by their treating qualified professional (per information provided on the Application for Release without Penalty). It must be completed and returned in order for an appeal to be considered. Medical documentation from family members will not be considered.

- b. **Financial:** Financial reasons for release will only be considered if it can be verified that a significant change in the financial status of a resident's family or background has occurred since the date the resident moved on-campus. Examples might include a death of a parent, permanent lay-off of a parent, family bankruptcy, etc. A release will not be granted for the sole reason to move into off-campus housing, fraternity/sorority houses, to secure less expensive housing, to commute from home, or live in a newly family purchased, non-permanent residential property. Documentation to be provided must include:
 - 1. Photocopies of federal or state income tax returns
 - 2. Proof of outstanding debt and loan contracts
 - 3. Verification of income
 - 4. Photocopies of current savings and checking account statements
 - 5. Parents' financial documents are required as well if the resident is a minor/dependent.Students requesting release for financial reasons must also complete the Financial Evaluation Application for Release without Penalty.

- c. **Other:** For reasons other than those listed, resident must be very specific and extensive in his/her explanation. Additional documentation may be required. In these instances, documents will be photocopied and the original returned to the resident at the time it is presented. If original documents are attached to the application, they become a part of the University's permanent records and may not be returned.

When and how will I know that my appeal has been granted?

The Contract Release Committee meets on a weekly basis November - January unless prohibited by holiday schedules. The committee meets every two - three weeks or as needed during other months of the year. Therefore, you may not receive a decision from the committee for 2-3 weeks after submitting an appeal application. For questions regarding the status of your appeal, please contact Jule Rich in Louise Garig Hall Room 103 at 225-578-4886, or via email at housing@lsu.edu.