REQUEST FOR RELEASE FROM HOUSING CONTRACT PETITION

If a resident deems it necessary to request termination of his/her Housing Contract, the resident should follow this process:

1. Complete the Housing Contract Release Petition Form.
2. Attach a letter to this form explaining why you are requesting a release from the Housing Contract.
3. Attach any supporting documentation to this form for the Housing Contract release.
4. Provide correspondence from the University Registrar’s office or Office of the Dean of Students confirming the withdrawal, denial of admission, academic suspension, or academic dismissal from the University.
5. Turn all materials into the Griffin Front Desk.
6. A written response will be generated within 10 business days of receipt of complete request, granting or denying the request for a release from the Housing Contract.
7. The request shall not be reasonably denied if the resident withdraws from the University, is denied admission, or is placed on academic suspension or academic dismissal from the University.

Simply completing this document does not in any way guarantee your release from the housing contract. If this petition is denied, you will owe 60% of the remainder of your contract.

VOLUNTARY/INVOLUNTARY CANCELLATIONS

All other requests, except denied admission or graduation from the University, for release from the Housing Contract, if approved, may be subject to forfeiture of the $200.00 housing deposit to cover the Housing Contract termination fee. For more specific information, please see your Assistant Director/Director of Housing and Residential Education to discuss the circumstances of your situation. Academic suspension/dismissal will forfeit the $200.00 deposit that was submitted at the same time of the Housing Contract.

Resident Information

Name: PNW ID: Room #:

Contract/period are you petitioning to cancel: ☐ Fall 201____ ☐ Spring 201____ ☐ Summer 201____

(Check all that apply)

Address: City/State/Zip:

Phone: Email:

Resident Signature: Date:

INSTRUCTIONS: Please attach a petition letter to this form stating the reason(s) the resident requests to be released from his/her Housing Contract.

For Office Use Only

Petition Status
☐ Granted
☐ Not Granted

If not granted...
☐ Financial Hardship was not proven.
☐ Resident has not withdrawn from the University.
☐ Resident has not been placed on academic suspension.
☐ Resident has not been placed on academic dismissal by

Voluntary Cancellation
Reason ______________________________
Charge ______________________________

Involuntary Cancellation
Reason ______________________________
Charge ______________________________

Assistant Director/Director Signature: Date: