



5 Heritage Center · Salt Lake City · Utah · 84112-2036 · 801-587-2002

Housing and/or Meal Plan Contract Release/Appeal Instructions and Application

- *Effective date is the date received by HRE employee, retroactive appeals will not be considered.
- *Appeals must be completed by the student. Family members may add supporting documentation only.

Contract Appeal Instructions:

1. **Review the provisions of the Contractual Agreement** (see excerpt from contract below) regarding releasing a student from obligations of the contract.
2. **Submit your signed appeal to the office of Housing & Residential Education.** Your appeal will be reviewed and you will receive a response within ten working days of receipt of the appeal. All information submitted is subject to verification.
3. **Contract appeal outcomes will be emailed to student's U Mail account.**

13. Termination by Special Request. Student may submit a Contract Termination Request to HRE requesting termination for reasons other than those provided under paragraph 12 of this Agreement. HRE may grant or deny the Request for any reason within HRE's discretion. If the request is granted, the Student shall pay a termination fee of \$400.00 and forfeit their security deposit. Student has the ability to submit a Contract Termination Fee appeal only for reasons as stated on the appeal form. The form is available on the Housing & Residential Education website.

Student should also refer to Contract Termination Appeal form for process to seek waiver from required meal plan.

ALL RELEASES ARE CONDITIONAL upon full payment of rents, fees and charges, as well as compliance with any conditions specified by Housing & Residential Education, as outlined in the letter of notification. Any student failing to comply with the conditions of release will be subject to full enforcement of the agreement, including referral to a collection agency or legal action, as required.

Student Name: _____ Student ID #: _____

I am requesting:

- Waiver of \$400.00 termination fee (Form must be completed 30 days from date of check out)**
- Request accommodation for the Meal Plan only**
- Other _____

Building	Room #	Cell Phone #	U-Mail Address
		Additional Phone #	Additional E-Mail Address

Where will you be residing: With Parents Other Family Members Off Campus Apartment *Other

*Please specify _____

I, the undersigned, have read and understand all of the above information and requirements in regards to presenting my Termination Request to HRE.

Signature

Date

SPECIAL SECTION FOR UNIQUE FINANCIAL HARDSHIP APPEALS ONLY

*Must complete this form and submit along with your Termination request.

A. Change in Financial Situation: In order to appeal based upon financial hardship; a notable change in your financial situation must be stated.

What caused your financial situation to change (Please document the **significant** change in your situation on the following page)

Date your financial situation changed: _____

B. Current Expenses

<u>Item</u>	<u>Outstanding Amount</u>	<u>Monthly Payment</u>
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

C. SOURCES OF INCOME FOR THE SEMESTER

<u>Source</u>	<u>Semester Amount</u>
Parents/Family	\$ _____
*Work	\$ _____
Loan	\$ _____
Scholarship	\$ _____
GI Bill	\$ _____
Grants	\$ _____
Other _____	\$ _____

*If working, name of employer: _____

Position: _____ Hours per Week: _____ Rate of Pay: _____

D. Financial Aid Status

Do your parents claim you as a dependent? Yes No

Did you apply for financial aid this academic year? Yes No

Total financial aid received: \$ _____ Work study amount awarded: \$ _____

Total tuition cost: \$ _____ Total amount of financial aid refunded to you: \$ _____

HOUSING CONTRACT TRANSFER FORM

Contract Transfer must take place before contract is terminated and student has moved out of the Residence Halls.

Contracts can be transferred only to individuals who have NOT already applied for Housing with HRE.

Name of Resident Transferring Contract: _____ **ID:** _____

I am transferring any interest in my housing contract to _____. I understand that my account needs to be current before I leave. There will not be a cancellation fee and the deposit will be refunded if there are no damage fees.

_____ Date: _____
Signature of Resident Transferring Contract

Move-out date: _____

Name of Student Accepting Contract: _____ **ID:** _____

I understand that if the residence halls are **not full**, then this transfer is for a place in the residence hall and is not for an exact room or room type. If this is the case, I may choose my room type from those that are available. I understand that if the residence halls are **full** then this transfer is for the exact room of the resident transferring their contract.

I understand that I will be able to choose any meal plan as part of this agreement. I understand that I am responsible for payment in full upon the transfer of this contract. Payment includes a \$25 non-refundable application fee and a \$75 refundable security deposit.

_____ Date: _____
Signature of Student Accepting Contract

Move-in date: _____

<p>Office Use Only:</p> <p>Contract</p> <p>___Account Current for Resident Transferring Contract</p> <p>___Room Cancelled for Resident Transferring Contract</p>	<p>___Application Complete for Student Accepting</p> <p>___Room Reserved for Student Accepting Contract</p> <p>___Billing Complete for Student Accepting Contract</p>
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