



## Housing Contract Release Application

University Housing | P.O. Box 2774 | State University, AR 72467  
870-972-2042 (office) | 870-972-2561 (fax) | [Housing@astate.edu](mailto:Housing@astate.edu)

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The Housing Contract is a legally binding document. It is an agreement with Arkansas State University to provide you with housing. However, from time to time there may be a reason you need to request to be released from your contract. We put together a group of professional individuals from various Student Affairs offices and on-campus partners that meet monthly to review these requests.

To make a request, please complete the Contract Release Application and carefully follow the directions. The application should be submitted to University Housing no later than **12:00 PM the Wednesday before the committee meeting. If you submit after 12:00 PM the Wednesday before, your application will be reviewed the FOLLOWING month. Any requests to have your application reviewed earlier will be denied.** The committee meets the second Wednesday of every month. You can submit your application in person at Suite 2053 Reng Student Union, or via email to [Housing@AState.edu](mailto:Housing@AState.edu). **Applications submitted via Google Docs will not be accepted.**

***Submitting the Contract Release Application is not a guarantee you will be released from the legal obligations for your housing contract. While the decision is yours, University Housing strongly advises against making alternative housing arrangements or signing a lease to live off-campus until you receive a response from the committee.***

Committee criteria when reviewing your application:

1. Are you a first-time first-year student required to live on campus by the Board of Trustees policy?
2. The committee attempts to determine from your letter what has significantly changed from the day you signed your contract until the day you submitted your Contract Release Application. The committee will ask, **“Was the reason you stated for needing to be released available knowledge when you signed your contract?”**
3. Next, the committee looks at the documentation provided to verify the reason you are making the application. Independent third-party documentation is best, if available. While a letter from a family member is not an independent third party, the committee recognizes the value of their input and welcomes their letter as part of your application.
4. Based on the reason and supporting documentation, the committee will ask, **“Was the reason for making the application significant enough for the committee to release you from a legally binding contract?”**
5. The committee will also look at your Financial Aid award and what scholarship(s) you have been awarded along the loan(s) you may have accepted or declined. In order for the committee to review your finances, a FAFSA needs to be on file with the University.



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**Please Type or Print Neatly**

Name:	ASU ID:
Date of Birth:	Age:
ASU Email:	Phone:
Building and Room/Apartment Number:	
Completed Credit Hours:	Credit Hours this Term:
Last Term GPA:	Are you currently employed? (circle) YES NO
Number of semesters you have lived on campus:	
Contract termination date requested:	
Application year for review: (circle all that apply)      Fall 2024      Spring 2025      Summer 2025	
In regards to your meal plan, please circle if you want your meal plan canceled along with your housing: YES NO	

**The following must be included with this application:**

- Typed, formal written letter containing a detailed explanation of what has changed significantly since the day you signed your contract until the day that you submit this application. **The letter must be signed by the student.**
- Documentation supporting the reason(s) for submitting the application. Third party documentation is best.
- Any additional documents that you feel supports your application.

**Reason For Completing the Release Application? (Circle One Option):**

Medical Reasons	Academic Reasons
Personal Reasons	Graduation/Transferring
Financial Reasons	Other

**For Office Use:**

**Date Received:** \_\_\_\_\_

**Approved:** \_\_\_\_\_

**Denied:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Notes:**