PETITION FOR RELEASE FOR UNIVERSITY SPONSORED ACTIVITY

Dear Residence Hall Student,

Attached is a petition for release from your residence hall contract. The residence hall contract you signed is a legally binding contract. All residence hall contracts are for a full academic year (both fall and spring semesters). However, a process is available for an administrative release from your contract in certain circumstances as defined below.

Please carefully read the attached Contract Release Documentation Guidelines and fill out the petition as thoroughly as possible. Please include all required documentation. Requests submitted without documentation will not be processed or denied. This form is for the following types of release requests:

- Study Abroad
- Internship/Clinical/Student Teaching at a location greater than 50 miles away
- Greek Housing request
- Regional Campus transfer

A student must provide proof of participation in the University sponsored activity from the appropriate college, department, or campus organization. Documentation must include the dates of the activity involvement. For a regional campus transfer, the student must provide a copy of his/her future FlashLine schedule showing all registered hours at one of the seven regional campuses. Students being released for Study Abroad or an Internship will be required to comply with the University Housing policy upon returning to the University, if applicable. For students seeking Greek housing, please also complete the additional form included within this document.

When complete, submit all materials to the Housing Office (Rm. 133) in Korb Hall. The Department of Residence Services will then make a decision on your request for a contract release as soon as possible. The decision will be sent to your KSU FlashLine email account.

Please know that if approved, you are required to complete an official checkout and return of key(s) to the area desk. If you fail to officially check out of your assigned residence hall space by the end of the semester, you will be responsible for all housing costs from the beginning of the semester through the actual date of check out.

If you have any further questions, please contact your Residence Hall Director or the Accounting Office at (330) 672-7021.

Sincerely,

David Taylor, Ph.D.
Associate Director
Department of Residence Services
KENT STATE UNIVERSITY
DEPARTMENT OF RESIDENCE SERVICES
PETITION FOR CONTRACT RELEASE: UNIVERSITY SPONSORED ACTIVITY

Name: ___________________________ Date: __________________

Home Address: ___________________________ Kent State ID number: ____________

Street

City State Zip

Phone #: ___________________________

Kent State email address: ___________________________ Hall/Room #: ____________

THE FOLLOWING REASON(S) FOR RELEASE REQUEST ARE CONSIDERED UNIVERSITY
SPONSORED ACTIVITIES. THE PETITIONER IS REQUIRED TO PROVIDE ANY NECESSARY
DOCUMENTATION. IF APPROVED, THE STUDENT MUST STILL PROPERLY CHECK OUT OF THE
RESIDENCE HALLS PER THE CONDITIONS OF THE CONTRACT RELEASE APPROVAL
NOTIFICATION.

_____ Regional Campus Transfer  _____ Internship

_____ Student Teaching/Clinicals  _____ Request for Greek Housing

_____ Study Abroad

I understand that all residence hall contracts are for the entire academic year or balance
thereof. I understand the KSU housing policy and furthermore understand that it is my
responsibility to provide any and all information pertinent to my situation as it relates to the
guidelines for petitioning for a contract release. I understand submission of this Petition
and supporting documents does not ensure an approved contract release, but proper review
for an evaluations and response. Presentation of falsified information may be referred to the
appropriate department or to the Office of Student Conduct for further action.

______________________________  __________________
Student Signature  Date
I, __________________________ __________________________
Name Kent State ID number
am requesting an exemption from the University’s Housing Policy to reside in a University
recognized Fraternity/Sorority House. I am an active member of __________________________
(Name of Fraternity/Sorority),
have earned a minimum of 30 earned hours and have at least a 2.0 cumulative GPA.

**KENT STATE UNIVERSITY HOUSING POLICY**

*Kent State University requires that all single students enrolled for nine or more credit hours reside in the
university's residence halls and participate in the food plan. This requirement excludes summer sessions
and is applicable until the attainment of junior academic standing (60 semester credit hours/90 quarter
credit hours) or the receipt of an exemption from the department of residence services.*

I have read the University’s Housing Policy as stated above and understand that a violation of the Policy
could effect my ability to register for classes.

Falsified information/signatures provided on this form will result in the invalidation of the request as well
as the student remaining obligated to fulfill his/her two-year residency. Presented falsified information
may be referred to the appropriate department or to the Office of Student Conduct for further action.

I understand that a Fraternity/Sorority Release from the University’s Housing Policy, if granted, is for the
2016-2017 Academic Year Only (or balance thereof) as long as I reside in a University recognized
Fraternity/Sorority House. If I move from the Fraternity/Sorority House during the 2016-2017 Academic
Year, I understand that I *must* notify Residence Services immediately. Failure to do so may result in
disciplinary action.

____________________________   __________________________
Signature Date

This is only an *application* for release. Whether approved or denied, you will receive email confirmation from
the Department of Residence Services in consultation with the Center for Student Involvement. Please make
sure your Chapter President has submitted all necessary rosters and forms to the Center for Student Involvement
(CSI). A Greek release cannot be approved until a recommendation is received from CSI after fall
semester grades are finalized.

____________________________   __________________________
Signature Date

____________________________   __________________________
Address City State Zip

____________________________   __________________________
KSU Email Phone

RETURN COMPLETED FORM(S) TO RESIDENCE SERVICES ACCOUNTING OFFICE, KORB HALL 0133