



Office of Housing & Residential Life

APPLICATION FOR CONTRACT RELEASE

Release from the contract is subject to review by the Office of Housing & Residential Life and its partner(s), units of and within the University of Nevada Las Vegas. Please follow the instructions provided with the section that applies to your situation.

- You must provide a written personal statement about why you are requesting a release of contract.
- You must check the applicable box and attach appropriate supporting documentation.

Students who fail to turn in all required documentation will be denied.

Please review this form in its entirety for detailed release guidelines, policy, and procedure. Please refer to Terms and Conditions of your Residence Hall Contract.

Resident Information Section (Please fill out completely):

Date of Request: ____/____/____ Resident Name: _____

Student ID: _____ Classification (Circle One Only): FR SO JR SR GR

Complex (Circle One Only): TONOPAH DAYTON UCC SOUTH

Hall and Room: _____ Resident Phone Number: (____) ____-_____

Resident Email: _____

Term(s) from which you request release: Fall ___ Spring ___ Summer ___

Resident Signature: _____

PLEASE NOTE: Residents who were awarded the WUE or Rebel Challenge scholarship must live on campus for their freshman year. If you are released from your contract with Housing, you will lose the scholarship for any time remaining and will be required to pay back any money already received.

On the following page, please check a listed reason for requesting a release of contract and utilize the list of documentation you will need to provide.

Reason for Application for Contract Release (Check One Only):

Non-enrollment at UNLV.

Documentation Needed:

A copy of your class schedule that demonstrates non-enrollment status.

Academic suspension.

Documentation Needed:

A copy of your suspension letter.

Graduation from UNLV.

Documentation Needed:

A copy of the receipt for payment on your MyUNLV account.

Affiliation with special University programs away from the metropolitan area for the entire semester.

Documentation Needed:

A letter verifying your participation in the program.

**This letter must indicate:

- a. the nature of the program,
- b. the inclusive dates,
- c. the academic department sponsoring the program.

Marriage occurring during the term of contract

Documentation Needed:

A certified copy of your marriage certificate. *Marriage license copies will not be accepted.*

Change in medical status sufficient to prohibit adequate functioning within the residence hall.

If you are applying for a Voluntary Health Withdrawal from UNLV please notify Housing & Residential Life prior to submitting this request.

Documentation Needed:

Please provide a letter explaining the medical issue and why this prohibits adequate functioning within the residence hall for you.

The following documentation should also be provided by a qualified professional on letterhead and signed:

- a. A diagnostic statement identifying the condition, date of the current diagnostic evaluation, and the date of the original diagnosis.
- b. A description of the diagnostic criteria and/or diagnostic test used.
- c. A description of the current functional impact of the condition.
- d. Treatments, medications, assistive devices/services currently prescribed or in use.
- e. A description of the expected progression or stability of the impact of the condition over time should be included.
- f. A description of the necessary changes in living arrangement. The description must clarify how the medical condition would prohibit adequate functioning or how the condition would be intensified with continued living in the residence halls. Pre-existing conditions which may become the basis for a request for release must be identified when the Contract is submitted.

The Office of Housing & Residential Life reserves the right to make modifications in accommodations prior to issuing a release of contract. The resident is obligated to cooperate with the modification.

Change, of involuntary nature, in financial status sufficient to prohibit enrollment and consideration of financial aid, employment and other reasonable adjustments in expenses and payment options.

Documentation Needed:

Please provide a letter explaining the involuntary nature of your financial status and also, the documents you are providing.

- a. A description of the change in your (and, if applicable, your family's) financial status. This includes any individual who may claim you on their tax documents.
- b. FAFSA forms/evidence that you have applied for financial aid at UNLV OR form that explain why you cannot apply for financial aid at UNLV.
- c. Multiple year tax returns that demonstrate a change in income for Resident (and, if applicable, your family's)
- d. Evidence from UNLV Financial Aid & Scholarships that the maximum amount of student financial aid has been awarded or that financial aid has been denied. This may include a statement that lists all aid, be it pending, disbursed or awarded from My Rebel Aid.

Additional Documentation Needed (If Applicable):

- e. Official bankruptcy statements or filings
- f. Official foreclosure notices or notice of public auction
- g. Unemployment applications, checks, statements
- h. Formal notices of retirement, termination, or layoff
- i. Certificate of death

- j. The following documentation is not sufficient alone:
- k. Bank statements
- l. Credit card bills
- m. Personal reference letters
- n. Other documentation that applies to your financial and/or personal situation.

The documentation must clearly show how the financial status changed. This includes demonstrating not only a change in income or expenses, but the change in relationship to prior financial status.

If application for financial aid has not been made, it must be made prior to applying for a release.

Special Circumstances.

If your circumstances do not fit one of the approved reasons for release and you believe your situation is of a compelling nature, you may submit the Application for Release of Contract. You must present the reasons and justifications for your request with supporting documentation. Your request will be reviewed and a determination will be made whether your circumstances warrant special consideration.

Contract Buy-out (Release Alternative)

Residents who do not qualify for a release of contract may exercise the Buy-Out option as a means to end their contract obligation.

A Buy-Out means that you pay 75% of the costs of your room and board for the remaining portion of your contract. The remaining portion of a contract is the time from the day you want to move out until the end of the academic year.

PLEASE NOTE: Residents required to live on-campus by the Freshman On-Campus Housing Regulation are not eligible for contract buy-out unless he/she will be living with an adult relative, as defined in the Freshman On-Campus Housing Regulation, in the metropolitan Las Vegas area.

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Date Received (Datestamp):

Date Reviewed: ____/____/____

Staff Initial: _____

Reviewing Staff: _____

Freshman Regulation Status:

REQUIRED NOT REQUIRED

Documentation Provided:

YES NO INSUFFICIENT

DECISION: APPROVED NOT APPROVED