

Ashland University - Office of Residence Life
Release from Housing Contract Form

NAME: _____ **STUDENT ID #:** _____

Current Building: _____ **Room #** _____ **Box #** _____

Terms for which you have already signed a housing contract and are requesting release (check all that apply and write the last digit of the year in the blank):

Fall 200__ Spring 200__ Summer 200__

Please state why you will need to be released from your housing contract:

- ___ Withdrawing (must be verified by the Registrar's Office)
- ___ December Graduation (must be verified by the Registrar's Office)
- ___ Part-time Student with less than 12 registered credit hours (must be verified by the Registrar's Office)
- ___ Student Teaching and residing with primary parent or guardian (must be verified by the College of Education below)
- ___ Student Teaching Abroad (must be verified by the Study Abroad Office below)
- ___ Study Abroad (must be verified by the Study Abroad Office below)
- ___ Other (please list reason below):

STUDENT SIGNATURE: _____ **DATE:** _____

ADVISOR SIGNATURE*: _____ **DATE:** _____

** The advisor signature is for students in the Study Abroad, Student Teaching Abroad or Student Teaching program. This must be signed by the Director of Study Abroad or Director/Assistant Professor of Field/Clinical Experience.*

The above information will be verified with the appropriate office before Room and Board charges are removed. It is the student's responsibility to fill out this form completely and have the appropriate advisor's signature.

Once the form is completed, it must be returned to the Office of Residence Life in the Student Center no later than December 1st for the spring semester or May 1st for the Fall semester.