

Mills College Application for Release from Housing Agreement

Student Name: _____ **Mills ID:** _____

Phone: _____ **Email:** _____

Current Room: _____ **Undergraduate / Graduate Student** (please circle)

Requested Date for Release from Contract: _____

Reason for Requesting Release: _____

Please provide a description of your reason(s) for requesting a release from your housing contract:

(Please attach additional information and documentation as is applicable.)

Housing and Meal Plan Refund Policy (excerpt; see the Student Handbook for complete, up-to-date information):

Students may be automatically released from this Agreement if they academically withdraw, take a leave of absence (terminating their registration), are academically disqualified, or attend an approved study abroad or domestic exchange program. Students in these circumstances will be released from their obligation to pay housing charges and additional housing fees if they have not signed out housing keys. Students are considered to have begun the terms of the License Agreement when housing keys are issued. If housing key pick-up has not taken place because the student opts to be a commuter in the first few weeks of classes, they will need to fill out a Release from Housing Agreement Form to be released from their housing contract, and they will be charged a \$500 cancellation Fee.

A \$500 cancellation fee is charged to all students who were issued housing keys and are released from their housing agreements after the start of the occupancy period. Housing and meal plan fees are prorated, on a nightly basis, based on the date of check-out from the assigned residence and receipt of housing keys by HMDS.

All other decisions regarding release from this Agreement are made by the Housing Policies and Procedures Committee. Requests for release based on **compelling, unforeseen and documentable circumstances** must be submitted in writing to the Housing Management and Dining Services Office. A decision on the written request will be made within 15 work days of its submission. Refunds for release from financial obligation are based on the refund policy stated below and in the College Catalog. Refunds of housing and meal plan charges are based on the date of check-out from the assigned residence and return of housing keys.

For more information please see: http://www.mills.edu/campus_life/housing/deposits_refunds.php

Per the Residence Agreement, Housing Fees will NOT be returned (see reverse side of the Residence Agreement for details).

I, the undersigned, have read and understand the terms described above, in the Guide to Living on Campus, in the Catalog, and in the Residence Agreement. I agree to abide by the College's policies as stated therein.

Student Signature: _____ **Date:** _____

I also understand that if granted a release from contract I must complete a formal check-out process with Residential Life Staff, and must subsequently return all housing-related keys to the Housing Management and Dining Services Office, before my termination of residence will be considered effective.

I am aware that a release from on-campus housing may affect my financial aid award.

My signature on this form indicates that all of the information provided is accurate to the best of my knowledge.

Student Signature: _____ **Date:** _____

After reading all required materials and completing this Application please return it to HMDS in Sage Hall 138. Please consult the M Center regarding your Student Account.

Please note that you will be notified by email when a decision is reached on your request.

If you would like to speak to someone in person regarding your situation please contact The Division of Student Life.