



Morgan State University
The Office of Residence Life & Housing
1700 E. Cold Spring Lane
Tubman Hall 114
Baltimore, Maryland 21251
Tel.: 443-885-3217 Fax: 443-885-8220

Housing Contract Release Form Instructions

A Housing and Food Service Contract that is signed and submitted is legally binding and holds the student to the financial obligation of the entire contract period. **Submission of this form does not automatically release a student from the contractual housing agreement.**

- Students who are formally withdrawing from the University after the Fall Semester or who are graduating after the Fall Semester should complete the Housing Status Change Request Form.

The process to be considered for release from the Housing and Food Service Contract obligation is as follows below. The student:

- **Must complete and submit this application with a letter of explanation and supporting documentation of the circumstances explained.**
- **Must submit the completed Housing Contract Release Form and the additional information described above to The Office of Residence Life & Housing, located in Tubman Hall.** The information can also be faxed to 443-885-8220. The request will be reviewed and every effort will be made to notify the student of cancellation status and any applicable penalty within 5 business days of receipt of the completed form and qualifying documentation.

Important Cancellation Information

- All contract release requests must be submitted in writing, and addressed to The Office of Residence Life & Housing. Incomplete submissions cannot be processed and will be returned with a request for the completed information to be resubmitted. The \$200 application fee is **non-refundable**.
- When a student signs the Housing and Food Service Contract, they understand that the Contract obligates them to pay established residence hall and board fees for the **entire** academic year, or semester if the student's housing period begins with the Spring Semester.
- Failure to pick up room key **will not** release a student from the University Housing and Food Service contract, applicable fees, and charges.
- Room charges will be prorated in accordance with the daily rate for students who depart after the start of the semester **and** provide proof of withdrawal from the University.
- Meal plan charges **will not** be removed or adjusted after the second week of the semester.

Cancellation Guidelines for 2011-12 Academic Year Applications

Submitted before July 1 will receive a 100% refund of total room charges

After July 1, cancellations will be penalized at 50% of the total room rate (\$1,401.00). Penalty amount must be paid at the time that cancellation is submitted or a hold for the penalty amount will be placed on the student's account.

Cancellation Guidelines for Spring Semester 2012 Applications

Submitted before January 1 will receive a 100% refund of total room charges

After January 1, cancellations will be penalized at 50% of the total room rate (\$1,401.00). Penalty amount must be paid at the time that cancellation is submitted or a hold for the penalty amount will be placed on the student's account.

Cancellation Guidelines for Summer Semesters*

The cancellation request must be submitted to our office with a *\$50 cancellation fee* (per session) prior to the start of the session(s) for which housing was requested. No refund will be given for cancellations submitted after the start of the session for which housing is requested.

**Morgan State University – The Office of Residence Life & Housing
Housing Contract Release Form**

Please complete the following information (print clearly):

Name: _____

Student Identification Number: _____

Permanent Address: _____

City/State/Zip: _____

Campus Address: Residence Hall: _____ **Room:** _____ **(If Applicable)**

Mobile Phone: _____ **Home Phone:** _____

MSU E-mail: _____ **Alternate E-mail:** _____

Contract Release Request Submitted For:

Fall Semester 20____ Spring Semester 20____ Summer Semester 20____

I understand that the Housing and Food Service Contract obligates me to pay established fees for the academic year consisting of both Fall and Spring semesters. I understand that under the Housing and Food Service Contract I am responsible for the full cost of on-campus housing and meal charges. I understand that I am obligated to the agreement, unless a release approval is granted. I understand that I may still be subject to a proration and/or cancellation penalty. I further understand that I will not be eligible for any additional refunds upon release from the agreement. As indicated by my signature, all information that I have provided is true and accurate. In addition, I have read, understand and accept the terms and conditions for this document.

I have attached a letter of explanation and supporting documentation of these circumstances. I understand that this is a required action for processing my request.

Student Name (Print Clearly)

Student Signature & Date

Note: If the student is under the age of 18, parent or guardian signature is required below:

Parent/Guardian Name (Print Clearly)

Parent/Guardian Signature & Date

For Office Use Only

Penalty Amount: _____

Penalty Paid (Check, Money Order or Receipt Number: _____)

Hold Applied for Penalty Amount (Applied by: _____)

Authorizing Signature _____ Date _____

Bethany Pace, Assistant Director, Assignments, Marketing and Conference Services, ORLH

Authorizing Signature _____ Date _____

Douglas Gwynn, Director, ORLH

Cancellation or Proration Completed in RMS by:

Edna Cheek Sarah Colbert Jaslynn Hutley Other _____

Date _____