



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.**

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.** Examples may include: notice of termination from employment, notice of unemployment compensation benefits, unforeseen bills (medical, etc.), or any other financial or medical forms that supports and documents the situation.
- **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 the decision 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. Further, they understand that under the Housing and Food Service Contract they are responsible for the full cost of on-campus housing and meal charges.
- Release requests submitted after July 1 are subject to a penalty of 20% or 50% of total semester room charges. Release requests submitted after the first day of classes are subject to a penalty of 100% of total semester room charges are 20% of the semester board fee. A formal withdrawal from the University is required to be released from additional charges for the spring semester.
- In cases where a housing contract release approval is granted, such as withdrawal from the University, students understand that they are subject to a proration and/or cancellation penalty based upon the point of withdrawal and/or departure from housing.
- Failure to pick up room key **will not** release a student from the University Housing and Food Service contract, applicable fees, and charges.

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

Please complete the following information:

Name: _____

Student Identification Number: _____

Permanent Address: _____

City/State/Zip: _____

Current Campus Address: Residence Hall: _____ **Room:** _____

Campus Phone: _____ **Cellular Phone:** _____

Home Phone: _____ **E-mail:** _____

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.

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 Official Use Only

Approved _____ **Denied** _____ **Pro-Rated** _____ **Penalized** _____

Penalty Amount _____

Authorized Signature _____

Title _____

Date _____