



PETITION FOR RELEASE FOR UNIVERSITY SPONSORED ACTIVITY

Dear Residence Hall Student,

Attached is a petition for release from your residence hall contract. The residence hall contract you signed is a legally binding contract. All residence hall contracts are for a full academic year (both fall and spring semesters). However, a process is available for an administrative release from your contract in certain circumstances as defined below.

Please carefully read the attached Contract Release Documentation Guidelines and fill out the petition as thoroughly as possible. Please include all required documentation. Requests submitted without documentation will not be processed or denied. This form is for the following types of release requests:

- **Study Abroad**
- **Internship/Clinical/Student Teaching at a location greater than 50 miles away**
- **Regional Campus transfer**

A student must provide proof of participation in the University sponsored activity from the appropriate college, department, or campus organization. Documentation must include the dates of the activity involvement. For a regional campus transfer, the student must provide a copy of his/her future FlashLine schedule showing all registered hours at one of the seven regional campuses. Students being released for Study Abroad or an Internship will be required to comply with the University Housing policy upon returning to the University, if applicable. For students seeking Greek housing, please refer the Petition For Contract Release page to access the online petition.

When complete, submit all materials to the Housing Office (Rm. 133) in Korb Hall. The Department of Residence Services will then make a decision on your request for a contract release as soon as possible. The decision will be sent to your KSU FlashLine email account.

Please know that **if approved**, you are required to complete an official checkout and return of key(s) to the area desk. If you fail to officially check out of your assigned residence hall space by the end of the semester, you will be responsible for all housing costs from the beginning of the semester through the actual date of check out.

If you have any further questions, please contact your Residence Hall Director or the Accounting Office at (330) 672-7021.

Sincerely,

David Taylor, Ph.D.
Director, Housing Operations
Department of Residence Services

Name: _____ Date: _____

Home Address: _____ Kent State ID number: _____

Street _____

City _____ State _____ Zip _____

Phone #: _____

Kent State email address: _____ Hall/Room #: _____

_____ Regional Campus Transfer _____ Internship
_____ Student Teaching/Clinicals _____ Study Abroad

Date