



University Housing

*We cultivate safe, inclusive communities that nourish student wellness and success.*

## PETITION FOR CONTRACT RELEASE OVERVIEW

Greetings!

The [Residence Hall Contract for Room and Dining Plan](#) is a legally binding contract. The contract is for the full academic year, both fall and spring semesters.

While it is uncommon and intrusive, there is a process available for an administrative release. The process is reserved for those who have a **significant and unforeseen change** that occurred after the contract period began that prevents you from upholding your contractual obligation.

The process to demonstrate a **significant and unforeseen change** is done through the ***Petition for Contract Release***. The contract cannot be terminated solely for the purpose of living off-campus or commuting from home. While this process can be initiated at any time, students should be aware of the housing forfeiture schedule when submitting their petition. The Housing Forfeiture Schedule is outlined in the Residence Hall Contract for Room and Dining Plan. Of note, there are no refunds after week four each semester.

Please carefully read the Petition for Contract Release Documentation Forms for the type of release applicable to your situation. Documentation is required and must be submitted in full for the release to be considered. Directions for the documentation needed can be found on the form related to your situation type.

University Housing will determine a response to your request within 14 days of receiving your request. If approved, the date your petition was submitted will be used for the forfeiture schedule (if applicable). The decision will be sent to your Kent State email account.

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

### Go Flashes!

Valerie Purdy  
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University Housing  
[vpurdy@kent.edu](mailto:vpurdy@kent.edu)



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PETITION FOR CONTRACT RELEASE – REVIEW OF FINANCIAL AID STATUS

\*\*\*This form includes three sections and may print front/back or as two pages\*\*\*

Section One:

Name: \_\_\_\_\_

KSU ID #: \_\_\_\_\_

KSU Email: \_\_\_\_\_

Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Section Two:

Choose one of the following options by circling A or B, then follow and complete the steps under that section.

- A. I have been awarded at least one of the following: grant, scholarship, tuition waiver or student loan. If this is your selection, please attach the printout of your financial aid awards with this Petition for Contract Release documentation. To print your Financial Aid Award, log on to FlashLine at https://login.kent.edu
1) Choose the Student tab on the left column
2) Under Finances tab click on Financial Aid
3) Select "Financial Aid Awards"
4) Choose the Award Year from the drop-down box and click Submit
5) Click on the Award Overview tab
6) Click in the Print button (highlighted in blue)

STOP – if you selected A: You do NOT need Section Three completed by the One Stop for Student Services. Attach this signed PETITION FOR CONTRACT RELEASE – REVIEW OF FINANCIAL AID STATUS and the printout of your Financial Aid Awards to your Petition for Contract Release application and submit to University Housing.

- B. I will not apply for FAFSA, scholarships, tuition waivers or alternative loans and/or I am not eligible to receive financial aid and/or awarded financial aid. I certify I have not received any financial aid awards as of the date listed above.

Student Signature: \_\_\_\_\_

STOP – if you selected B: Submit this form with your signature to the One Stop for Student Services. After Section Three is completed, One Stop will return this form to your Kent State email. Attach this completed form with your Petition for Contract Release application and submit it to University Housing via submission instructions on the application. Options for submitting this form to the One Stop: One Stop Document Drop Box – 1st Floor Library • (Fax) 330-672- 6001 • Contact Us form at www.kent.edu/onestop • (Mail) One Stop for Student Services, PO Box 5190, Kent, OH 44242-0000.

**Section Three:**

**TO BE COMPLETED BY THE ONE STOP FOR STUDENT SERVICES (only if Option B was selected above)**

\_\_\_\_\_ This student is awarded financial aid and is viewable on the Student's FlashLine account

\_\_\_\_\_ This student is not receiving federal student aid because:

\_\_\_\_\_ the student has not applied for federal student aid, received scholarships, tuition waivers

\_\_\_\_\_ the student's application for federal student aid is partially complete

[  ] documents submitted for review/processing [  ] documents still required

\_\_\_\_\_ the student is currently ineligible for federal student aid

One Stop Staff Member: \_\_\_\_\_ Date: \_\_\_\_\_

One Stop Staff Title: \_\_\_\_\_ Emailed Student Completed Form: \_\_\_\_\_

*Please note this is only part of the petition for contract release process and NOT a guarantee of approval. Falsification of information on these forms will result in being denied and possibly referred to disciplinary action.*

**SUBMIT COMPLETED PETITIONS TO ONE OF THE FOLLOWING:**

**Email:** [housing@kent.edu](mailto:housing@kent.edu)

**In Person:** University Housing main office located in Korb Hall

**Fax:** 330-672-2579

**---- UNIVERSITY HOUSING ONLY ----**

**Date & Name of Staff Member Receiving Form:** \_\_\_\_\_

**Special Instructions:** \_\_\_\_\_

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