Application for Release from Housing & Food Services Contract

I wish to be released from (check all that apply):

- Freshman Residence Hall contract
- Freshman meal plan contract
- Upperclass Residence Hall contract
- Upperclass meal plan contract
- Traditions Square contract

All freshmen must present a notarized letter from parents to be considered for any release. See next page for additional needed documentation. (See next page for additional needed documentation)

Students wishing to be released from a Housing and Food Services contract must obtain approval from the Housing and Food Services Office. Any decision by Housing and Food Services will be based on the information given in the application. It is necessary that a complete statement of the circumstances be given and each reason must be documented. Provision of this documentation does not necessarily guarantee release. In addition, any release granted for reasons other than complete withdrawal from classes, marriage or graduation could require the student to purchase 25% of the remaining value of the contract. Freshmen will not be approved to be released to live in a fraternity or sorority house. Being denied a room change does not constitute grounds for a housing release.

The Process for Requesting a Release from Contract

A. Student must present the application and all necessary documentation to the office of Housing and Food Services, Walker Center, Room 126 by 5pm Monday for the request to be reviewed by the committee on Thursday of that week. All information submitted with the release application will be held in confidence by Housing and Food Services.

B. Documentation presented will be reviewed and student will be notified as soon as possible if further documentation is required. You are free to present to the committee yourself if you wish.

C. Once all required documents are received, a decision will be rendered by the Housing Release Review Committee, and a notice of decision will be sent to the student at their OU email address by the office of Housing & Food Services. You are not allowed to move out of your room or apartment until the release process has been concluded.

I understand:

- There are cancellation fees associated with being released.
- I am asking to be released from a legal and binding contract.
- As an upperclassman (includes Traditions), I will be offered a 25% buyout option of my Remaining contract
- In order to be released to a fraternity or sorority house, I must have 24 hours of college credit in residence prior to the start of the fall semester. Freshmen students will not be approved to be released to live in a fraternity/sorority house.
Necessary Documentation for Housing

Provision of the following documentation does not guarantee a release. If a release is granted, it may be to other University approved housing.

- **To live with a wife/husband**: Must present photocopy of marriage certificate that is recorded at the county courthouse.
- **To live with child**: Must present photocopy of child’s birth certificate.
- **Graduation**: A letter or memo from your academic department or college.
- **Medical**: A University of Oklahoma medical form must be completed by the student’s personal physician and submitted with the Application for Release. This form must be completed in its entirety. No fax or E-mail copies of this form or of medical records will be accepted. This form can be obtained from the Housing and Food Services Office or on our website at housing.ou.edu.
- **Financial**: Please provide a summary of your financial hardship. If asking to live off campus with someone other than parents, provide a justification from your parents supporting your request.
- **Upperclass**: Upperclass students can request a housing release, but must have completed 24 hours of college credit in residence (does not include CLEP, AP, or hours earned through concurrent enrollment) prior to the start of the fall semester will be offered the 25% buyout option of their remaining contract.
- **To live with a parent**: Provide a notarized letter from parent stating that if student is released student will be residing with them at a specified address for the remainder of the academic year. Release will normally be granted to live with a parent if student lives within a 50-mile radius of Norman.
- **Off-campus academic program**: A letter from the student’s department chair must be provided.
- **Live in a fraternity or sorority house**: Upperclass students—students with more than 24 hours of college credit in residence (does not include CLEP, AP, or hours earned through concurrent enrollment) prior to the start of the fall semester may be granted a release from their contract at the end of the fall semester to live in their fraternity/sorority house. They must provide a copy of their fraternity/sorority contract which has been signed by both student and representative of the organization. Freshman students will not be approved to be released to live in a fraternity/sorority house.
- **Other**: For reasons other than those listed, be very specific and extensive in your explanation. All documents attached to the application become a part of the University’s permanent records and will not be returned.

The Process for Requesting a Release from Meal Plan Contract

- **Student must present the application and all necessary documentation to the office of the Housing and Food Services, Walker Center, Room 126. All information submitted with the release application will be held in confidence by Housing and Food Services.**
- **Documentation presented will be reviewed and student will be notified via email as soon as possible if further documentation is required.**
- **Once all required documents are received, a decision will be rendered by the Housing and Food Services Release Review Committee, and a notice of decision will be forwarded to the student at their OU email address.**

Necessary Documentation for Meal Plan

Provision of the following documentation does not guarantee a release.

- **Medical**: A University of Oklahoma medical form must be completed by the student’s personal physician and submitted with the Application for Release. This form must be completed in its entirety. No fax or E-mail copies of this form or of medical records will be accepted. This form can be obtained from the Housing and Food Services Office or on our website at housing.ou.edu.
- **Financial**: Statement of financial hardship is required. Students must show a viable alternative to a meal plan (cooking in the residence halls is discouraged, unless living on the Global Community in Couch Center).
- **Schedule conflicts**: A manager-signed work schedule and a copy of official class schedule must be provided. Schedules must verify that student will miss at least 40% of available meals (including meal exchange periods).
Application for Release from Housing and Food Services Contract

Full Name ________________________________ 
(Please Print) (last) (first) (middle) 
ID __________________________

Date of Birth ___________________________ 
Classification __________________________

Number of Completed College Credit Hours _________ 
(not AP or CLEP) 
Phone __________________________

Campus Address ___________________________ 
Email Address ___________________________

Reason for requesting release:

_____ I am married. Please attach a copy of your marriage certificate.

_____ I am graduating. Provide documentation. Date of graduation: __________

_____ I have a medical condition. Please attach our medical form.

   (This form may be obtained from our office or online at housing.ou.edu.)

_____ I have a financial need. Please attach a summary of your financial hardship.

_____ Other: _______________________________________________________________________

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Please attach a statement if more room is needed for explanation.

(Be sure to fill out second page)
If this release is approved, I plan to live with:

_____ Wife/Husband (circle one)—Name: ________________________________________________

_____ Other Name: _________________________________________________________________

Relationship (parent, friend, etc.): ________________________________________________

At the following address:

_____________________________________________________________________________

(street) (city/state/zip)

I wish to be released from:

_____ room portion of my contract only

_____ board (meal) portion of my contract only

_____ my room and board contract *All meals and meal points will be cancelled upon your release

_____ Traditions contract

I wish to meet with the Release Committee to state my case. (Optional) Yes: _____ No: ______

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I have read and understand the terms and conditions of the Housing and Food Service Contract as well as the Guidelines for the Application for Release from said Contract. I affirm that the above information and attached supporting statements are true and correct to the best of my knowledge. I also understand that falsification of this record may result in disciplinary action.

Signature of Student ____________________________________________ Date _________________

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Submit this form to Room 126 of Walker Center, or mail to:

The University of Oklahoma
Housing & Food Services
1406 Asp Avenue, Room 126
Norman, OK 73019-6091

If you have any questions, please contact the Housing & Food Services Office at 325-2514