Guidelines for the University of Oklahoma Application for Release from the Housing and Food Service Contract & Release from Meal Plan

NOTE: Release Application Deadline for Committee Response by End of Fall Semester
In order for this application to be processed and a decision rendered by the end of the fall semester, it must be properly completed (including the attachment of all required supporting documentation) and submitted to the Housing & Food Services Office no later than 5:00 p.m. on the day preceding Thanksgiving break. Failure to meet this deadline could result in the application being processed after the semester break. (Applications will still be accepted after the semester break as well.)

Students wishing to be released from the 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.

The Process for Requesting a Release of Contract
a. Applications for release from the Housing and Food Service Contract may be obtained from the Housing & Food Services Office, Walker Center, Room 126 or on our website at housing.ou.edu.

b. Student must present the application and all necessary documentation to the office of Housing & Food Services, Walker Center, Room 126. All information submitted with the release application will be held in confidence by Housing & Food Services.

c. Documentation presented will be reviewed and student will be notified as soon as possible if further documentation is required.

d. Once all required documents are received, a decision will be rendered by the Housing Release Review Committee, and a notice of decision will be forwarded to the student at their residence hall address by the office of Housing & Food Services.

Necessary Documentation
A student who is a minor (under age 18) must provide a notarized letter from a parent giving permission for them to live with whomever is specified by the student on the application. Provision of the following documentation does not guarantee a release. If a release is granted, it may be to other University approved housing.

a. To Live With a Wife/Husband: Must present photocopy of marriage certificate that is recorded at the county courthouse.

b. Graduation: A letter or memo from your academic department or college.

c. 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.

d. Financial: Please provide a summary of your financial hardship.

e. 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. Released will normally be granted to live with a parent if parent lives with a 50-mile radius of Norman.

f. Off-Campus Academic Program: A letter from the student's department chair must be provided.

g. 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. Freshman students will not be approved to be released to live in a fraternity/sorority house.

h. 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.

SEE BACK SIDE OF THIS FORM FOR MEAL PLAN RELEASE

Updated 2-19-07
The Process for Requesting a Release of a Meal Plan

a. Applications for release from a meal plan may be obtained from the Housing & Food Services Office, Walker Center, Room 126.

b. Student must present the application and all necessary documentation to the office of the Housing & Food Services, Walker Center, Room 126. All information submitted with the release application will be held in confidence by Housing & Food Services.

c. Documentation presented will be reviewed and student will be notified as soon as possible if further documentation is required.

d. Once all required documents are received, a decision will be rendered by the Housing & Food Services Release Review Committee, and a notice of decision will be forwarded to the student at their residence hall address.

Necessary Documentation

Provided the following documentation does not guarantee a release.

a. **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 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.

b. **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 international floor in Couch Center.

c. **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).