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. Being denied a room change does not constitute a housing release.

The Process for Requesting a Release of Contract

a. 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.

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

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 forwarded to the student at their residence hall address by the office of Housing & Food Services. You are not allowed to move out of your room until the release process has been concluded.

Necessary Documentation

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. To Live with Child: Must present photocopy of child’s birth certificate.

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

d. 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.

e. Financial: Please provide a summary of your financial hardship. If asking to live off campus with a friend or family member (other than parents) provide a justification from your parents supporting your request.

f. 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% buy-out option of their remaining contract.

g. 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 parent lives within a 50- mile radius of Norman.

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

i. 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.

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k. 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
The Process for Requesting a Release of a Meal Plan

a. 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.

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

c. 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
Provision of 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).