



# Contract Cancellation Request Form

**Please Note:** This request form is only an application for release from your Academic Year Housing Contract. You are not officially released from your contract until you receive WRITTEN notification/email from the Department of Residence Life (DRL). You should never enter into any additional off campus lease agreements until you have been officially notified of your release by DRL. DRL will keep any confidential information or supporting documents you submit, in confidence.

Name: \_\_\_\_\_ UIN: \_\_\_\_\_ Meal Plan: \_\_\_\_\_

Hall/Apt. and Room Number: \_\_\_\_\_ Anticipated Check Out Date: \_\_\_\_\_

Forwarding Address \_\_\_\_\_

(Street Name, Number & Apt.)

City, State & Zip Code \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Alternate E-Mail Address: \_\_\_\_\_

Current Phone:(\_\_\_\_\_)\_\_\_\_\_ Semester/Term of Cancellation: \_\_\_\_\_

*Please check and/or fill in appropriate rationale for release request. It is the resident's sole responsibility to attach all relevant supporting documentation necessary for this request to be fully considered. If not complete, forms will be held and not acted upon until all such documentation is received from the student. Submission of this form and supporting documentation does not constitute approval. All submitted information is subject to review and eventual decision by Director of Residence Life (or designee).*

**Educational Release**

- Graduation** – I am graduating at the end of the Fall Semester and will be leaving the University *(Student required to provide written documentation of graduation status by copy of their Degree Audit Report [DARS])*
- Withdrawal from University/ Transfer**
  - ~ I am withdrawing from the University and not returning for the academic term/year, including all online courses *(Student required to provide documentation of withdrawal from UIS Records and Registration)*
  - ~ I am transferring to another institution next semester *(Student required to submit copies of acceptance letter from new institution with effective date of semester seeking contract release and/or class schedule)*
- Internship/ Exchange Student/ Student Teaching/ Study Abroad**
  - ~ I am completing an internship requirement of my academic program for UIS credit *(Student required to provide written documentation of enrollment for internship credit and signed copy of internship offer letter)*
  - ~ I am an exchange student and my academic term is concluding *(Student must provide documentation from sponsoring academic department or Office of International Programs)*
  - ~ I am student teaching for the upcoming semester or participating in the study abroad program *(Student required to provide written documentation of such enrollment or program acceptance)*
- Academic Suspension** – I have been academically suspended from the University and not eligible to return for the academic term/year *(Student must appear on the suspension report received from UIS Records and Registration)*

**Medical Release** – I am requesting release from my housing contract due to a medical condition and/or health related issue. *(Student required to provide written documentation on letterhead, signed by attending physician or other licensed medical professional (non-related) that includes the following: diagnosis, history of illness, prognosis, temporary or permanent condition. Note: Medical condition must be one, which keeps the student from living in a residential college community or from attending classes at UIS)*

**Death in the Immediate Family** – I am requesting release from my housing contract due to a death in my immediate family during my current contracted dates with DRL. *(Student required to provide written documentation – death certificate, official obituary or death notice)*

**Military Release** – I am requesting release from my housing contract due to being called to active duty with a branch of the United States Armed Forces. *(Student is required to provide copy of their official, documented orders. Note: voluntary enlistment or call to training may not be grounds for release without penalty)*

**Marriage** - I am requesting release from my housing contract due to my marriage during my current contracted dates with DRL. *(Student required to provide copy of marriage certificate)*

