



PETITION FOR RELEASE FROM UNIVERSITY HOUSING ROOM AND BOARD CONTRACT **Personal Hardship** 2016-2017

The Contract for Room and Board Accommodations you signed with the University of Arkansas is a legal contract for an academic year beginning four days prior to the first day of classes in the fall 2016 semester and ending at 2:00 p.m. on the day of commencement at the end of the spring 2017 semester.

Petitioning for a release from your University Housing contract is a **LENGTHY PROCESS AND REQUIRES VERY SPECIFIC INFORMATION AND DOCUMENTATION.** **Carefully read all instructions and information contained in this packet before completing the appropriate forms. Failure to attach required documentation will delay consideration of your request.**

GENERAL INSTRUCTIONS:

- ❖ **Petitions must be initiated by the resident.** Parents or other involved persons may provide letters of support and written documentation, but these items will not initiate the petition process. Petitions will be accepted until November 28, 2016 and from January 3, 2017 to January 13, 2017. The only exceptions made outside of the deadlines are for Personal Hardship petition.
- ❖ Print/type the information requested in the attached form.
- ❖ Petition Narrative- Provide sufficient details. Attach additional paper if necessary. Furnishing false information to the University with the intent to deceive is a violation of the Student Code of Conduct and will result in disciplinary action and rejection of the petition.
- ❖ Housing and Dining Charges- **Petitioning does not defer your Housing and Dining charges.** Payment should be made to your student account to prevent late charges. If your petition is approved, adjustments – not including late charges – will be made to your student account. For questions concerning refund amounts, please refer to your University Housing Room and Board Contract, Section V, paragraph D and E.

- ❖ Appeal- Appeals must be initiated by the resident. Parents and other involved persons may provide letters of support and written documentation, but these items alone will not initiate an appeal. You may appeal the decision of your petition to the Director for Administrative Services ONLY if you have additional documentation or information that has not previously been reviewed. Additional written documentation must be received before an appeal appointment will be scheduled. The resident must be in attendance at the appeal appointment.

During the academic year, some students experience a personal hardship that necessitates them moving back home or off campus. **For purposes of contract terminations, a personal hardship can be defined as the death of an immediate family member or the diagnosis of a terminal/serious illness of an immediate family member within the contract period.** Documentation is required to support the family's situation (doctor's letter stating the illness, copy of death certificate, etc.). Other situations where a student and/or their family feel it is necessary for a student to move home or off campus will be considered on an individual basis and with documentation. **Please, black out Social Security Numbers on all documentation prior to mailing or faxing.**

IMPORTANT!

1. Please take note that no staff person in your residence hall or apartment complex has the authority to release you from your contract.
2. Do not sign a contract for alternate housing until you receive approval for release from your University Housing contract. Completing the Petition process does not automatically release you from your University Housing contract.

INSTRUCTIONS:

1. SUBMIT the completed form and required information to the University Housing Office, HOUS 960 W. Douglas Street, (office hours 8:00 A.M. to 5:00 P.M.)
2. YOUR PETITION FOR RELEASE WILL BE REVIEWED, and if additional paperwork is needed, you will be contacted by email sent to your UARK email account. If the additional documentation is not received within two weeks of the email being sent, your petition will be declared inactive*. If your petition contains all needed paperwork, you will be contacted via your UARK email account to set up a petition meeting with the appropriate staff member.
3. ONCE YOU MEET WITH A STAFF MEMBER and a decision has been made the **official written notice approving or denying your request will be sent to your uark email account.**

