



PETITION FOR RELEASE FROM UNIVERSITY HOUSING ROOM AND BOARD CONTRACT **Financial Hardship** **2017-2018**

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 2017 semester and ending at 2:00 p.m. on the day of commencement at the end of the spring 2018 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 27, 2017 and from January 2, 2018 to January 12, 2018. 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.**

Financial Hardship-You must complete the Housing Petition form, Student Financial Statement, and provide additional written documentation to support the claim of financial hardship beyond your control. For purposes of contract terminations, this is generally a situation where all possible resources (e.g., parent(s) and student earnings, Federal, State and University financial assistance, etc.) have been utilized and the resident is still unable to meet contract costs and remain at the University after relocating to the least expensive University Housing facility available. Also, educational loans are considered a reasonable means to meet responsibilities of the housing contract. You must also provide proof of an alternate housing arrangement that provides or includes the same services (i.e., utilities) and priced below the lowest available on-campus space.

Other documentation includes:

- Copies of medical bills (if applicable)
- Repair bills (if applicable)
- Insurance claims (if applicable)
- Copies of individual and family Income Tax Returns
- Proof of employment termination
- Other supporting documentation

All financial information submitted to University Housing will be used only for the expressed purpose for which it is intended and will not be made available to any third party.

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.**

***Once your petition is declared inactive, no further action will be taken on your request by University Housing.**

PLEASE PRINT OR TYPE AFTER READING ALL INSTRUCTIONS

UA ID#: _____ Name: _____
(Last) (First) (MI)

Campus Address: _____ Contact Phone: _____

Permanent Address: _____
Street City State Zip

UARK email: _____ Classification: _____ Age: _____

FINANCIAL ASSISTANCE

1. Have you applied for financial assistance for the current academic year through the Office of Financial Aid? (FAFSA) YES NO
 - a. Have you applied for assistance from any other University of Arkansas college/department? YES NO
 - b. If yes, did you receive aid and in what amount?: _____
If no, how are you financing this year?: _____

2. Explain your financial circumstances including how they have changed from the time you signed your contract:

MY SIGNATURE INDICATES THAT I HAVE READ AND UNDERSTAND ALL THE TERMS AND CONDITIONS OF THIS PETITION FOR FINANCIAL HARDSHIP RELEASE.

I verify that the information in this petition is accurate:

Student Signature

Date

Student Financial Statement

If you are petitioning for release from your University Housing Room and Board contract because of **financial hardship beyond your control**, you must complete this form in addition to completing the Housing Petition. Written documentation supporting the claim of financial hardship and proof of a lower priced anticipated alternate housing arrangement that provides or includes the same services (i.e., utilities), are also required. **DO NOT SIGN ANOTHER LEASE OR AGREEMENT PRIOR TO SECURING RELEASE FROM YOUR ON-CAMPUS HOUSING OBLIGATION.** Signing a lease or agreement prior to approval will not be considered when determining your petition.

Additional written documentation may be required. If you are unable to document a severe financial hardship beyond your control and anticipated alternate housing (including rent, utilities, deposits, etc.) that is lower in cost than the lowest University Housing facility, your petition will be denied. Other assistance may be offered to you including transfer to another University Housing space.

Anticipated Alternate Housing Arrangement: MUST BE COMPLETELY FILLED OUT

Type of accommodation: _____ Name of facility: _____
Address: _____
Rent/Month:

Street Address	City	State	Zip
Your Share _____	Total _____		

Utilities/Month:

Your Share _____	Total _____
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Number of people including yourself sharing this accommodation: _____
Are you related to them? Yes No If so, how: _____

EMPLOYMENT INFORMATION:

Name of business employed: _____
Wage rate per hour: _____ Average hours worked per week: _____
Do you receive tips? Yes No. If so average tips per week: _____

EXTRACURRICULAR ACTIVITIES:

Sorority/fraternity: _____ Cost of membership/month: _____
Other organizations: _____
Estimated cost/month: _____

***FAMILY RESOURCES:** I am officially recognized as an independent student based on the criteria used by the Student Financial Aid Office. Yes No

If no, you must complete this section completely.

Parent(s)/Guardian(s): _____
Occupation(s):

_____	_____
Mother	Father

Income:

_____	_____
Mother	Father

OTHER INCOME and Source of Income: _____

***(THE FEDERAL GOVERNMENT REQUIRES THAT STEP-PARENT INCOME/ASSETS BE CONSIDERED FAMILY RESOURCES. INCLUDE STEP-PARENT RESOURCES UNDER "OTHER INCOME AND SOURCES OF INCOME.")**

Total Family Income from All Resources: _____

Home: Own Rent Monthly Payment/Rent: _____

Automobile(s) Year/Make: _____

Number of Family Members Dependent on Head of Household: _____

Number of Family Members in Public/Private School: _____

BUDGET COMPARISONS: YOU MUST COMPLETE THIS SECTION BASED PER SEMESTER, FOR YOUR PETITION TO BE CONSIDERED.

Anticipated expenses/resources per semester

Expenses	Off Campus	On Campus	Resources
Tuition/Fees	\$ _____	\$ _____	Parents _____
Books/Supplies	\$ _____	\$ _____	Employment _____
Rent	\$ _____	\$ *3094.50	Checking _____
Utility Deposits	\$ _____	\$ 0.00	Savings _____
Security Deposits	\$ _____	\$ 0.00	C.D.s _____
Electricity/Gas	\$ _____	\$ 0.00	Stocks/Bonds _____
Local Phone Service	\$ _____	\$ 0.00	Property _____
Water	\$ _____	\$ 0.00	V.A. Benefits _____
Food	\$ _____	\$ *1723.00	Social Security _____
Frat/Sor. Fees	\$ _____	\$ _____	UA Scholarships _____
Laundry	\$ _____	\$ 0.00	Private Scholarship _____
Travel	\$ _____	\$ _____	Pell Grant _____
Personal	\$ _____	\$ _____	Other Grants _____
Other Expenses	\$ _____	\$ _____	Student Loans _____
(Describe below)			PLUS Loan _____
			Other Resources _____
Totals:	\$ _____	\$ _____	Total _____

*EXAMPLE based on Humphreys and the 10-meal plan 2017-18 semester cost.

I certify that the information on this request is complete and accurate. Furnishing false information to the University with intent to deceive is a violation of the Student Code of Conduct and is subject to disciplinary action as well as rejection of the petition.

Student Signature

Date

THIS PETITION WILL NOT BE REVIEWED IF THE DOCUMENTATION PROVIDED IS INCOMPLETE OR OTHERWISE DEEMED BY UNIVERSITY HOUSING AS INADEQUATE TO PERMIT A FINAL DECISION. **Please, black out Social Security Numbers on all documentation prior to mailing or faxing.**