This form must have all required documentation attached. The form will be returned to the student if all materials are not included.

TEXAS STATE UNIVERSITY
SAN MARCOS
The rising STAR *of Texas*

Please allow up to 21 days for decision to be communicated. You are advised not to make any other plans until your request has been reviewed and a decision has been made.

HOUSING CONTRACT RELEASE REQUEST

The on-campus resident reservation and contract (hereinafter "contract") is for the entire academic year (fall and spring), or for both summer sessions. Only under extreme circumstances will a contract release be considered. Turning 20, completing 42 credit hours or deciding to commute from a parent's home within a 60 mile radius are NOT reasons to be released from the contract. For this request to be considered, the student must attach a DETAILED written explanation of his/her situation, along with as many supporting documents as possible, to verify extenuating circumstances leading to this request. Your contract release request will be reviewed and a decision letter will be sent to your primary address and email.

If your contract release request is not approved, you may appeal the decision to the director of the department of housing and residential life, ONLY if you have new information to provide which is related to your initial request. If your contract release request is approved for the current semester, you must officially check out of and vacate your residence hall within 48-hours of receiving your approval notification letter. Any unused portion of your room and board charges will be credited to your university account. The room and board refund is prorated daily beginning the day you move out of your residence hall and continuing through the end of the semester.

Student Last Name First Name M.I. _____ Texas State University Student I.D. _____

Student Email Address (Prefer Texas State email; personal email prior to enrollment) _____ Date of Birth (mm/dd/yyyy) _____ Current Age _____

Permanent Home Street Address _____ City, State, Zip _____

Student Permanent Telephone Number _____ Student Cell Phone Number _____

Semester for whish release is being requested (circle all that apply): Fall Spring Summer

Classification (circle one): Freshman Sophomore Junior Senior Other

Academic hours completed: _____ **Are you currently on academic probation?** Yes OR No

Current hours enrolled: _____ **Have you applied for financial aid?** Yes OR No

Number of semesters on campus: _____ **If released, do you want to drop your meal plan?** Yes OR No

Overall GPA: _____ **If released, with whom and where will you live?** _____

By signing below, I confirm the information provided by me on this form, along with attached documentation, is correct and truthful. I understand that I may be held accountable for information that is misleading, misrepresents my situation or is not honest. I understand this is a request only and does not guarantee a contract release. I also confirm the following…

- ❑ **I have attached a detailed explanation in my own writing and sufficient supporting documentation to verify this request.**
- ❑ **I will make no arrangements to live off campus until this request for a contract release is granted.**

Student Signature _____ Date _____

To be completed by staff:

Approved:_____ Disapproved:_____ Initials_____

Notes:_____

Effective date for housing credit:_____

Effective date for meal plan credit:_____

DEPARTMENT OF HOUSING AND RESIDENTIAL LIFE
601 UNIVERSITY DRIVE | SAN MARCOS, TEXAS 78666-4616 | *phone* 512.245.2382 | *fax* 512.245.7619 | WWW.TXSTATE.EDU
Texas State University-San Marcos, founded in 1899, is a member of the Texas State University System.