

## PETITION TO BE RELEASED FROM THE 2009 – 2010 HOUSING AND DINING AGREEMENT

The 2009 – 2010 Housing and Dining Agreement is binding for the entire agreement period (academic year, fall and spring semesters for traditional residence halls except in the University Village Apartments where an agreement period runs from August 15, 2009 – July 31, 2010 for Buildings 1 and 2 and 5-10; and August 1, 2009 – May 31, 2010 for Buildings 3 and 4 or Powhatan Village and Nusbaum Apartments where an agreement period runs from August 1, 2009 to May 31, 2010) and is strictly adhered to with exceptions made only under special circumstances.

Please be advised that filing a petition to be released form does not exempt your account from the assessment of collection and/or financial penalties when applicable. Please pay housing and dining and tuition and fees when due.

Students who wish to petition for release may do so by completing and submitting a Housing and Dining Agreement Petition for Release Request form and other supporting documents. Documents must be submitted to the Office of Housing and Residence Life (OHRL). Submitting a request for release **does not** guarantee release nor should acceptance of the request by OHRL be construed as a commitment to release. The Review Committee meets two times per month and students will receive a written decision immediately thereafter. No petition will be considered after 45 days from the official check out date from the residence hall/apartment.

A student will only be released from his/her 2009 – 2010 Housing and Dining Agreement for the following reasons as long as the appropriate supporting documentation on official letterhead is provided:

REASON	DOCUMENTATION REQUIRED
Withdrawal from ODU	Students who will vacate their residence in order to withdraw from ODU must submit the Petition to be Released form and OHRL staff will verify withdrawal information prior to release from agreement.
Transfer to another university	Students who will vacate their residence in order to transfer must submit the Petition to be Released form and verification of acceptance to another university.
Student Teaching outside of commuting distance	Students must submit Petition to be Released form as well as verification of acceptance to approved program including start and end dates and letter from the student's advisor stating the requirement of completion of approved program.
December graduating Seniors living in Powhatan Village.	Students, who will vacate their residence in order to graduate, must submit the Petition for Release form and proof of graduation. Students must have filed for graduation and appear on the approved graduation list provided by the Registrar's Office (reviewed by the Housing Assignments staff). <b>May graduating Seniors living in University Village will NOT be released from their 11.5 month agreement or their 10 month agreement.</b>
Involuntary call-up for military service	Copies of the orders must be provided for verification.
Marriage and residing with spouse in the community	"A copy of the marriage certificate is required for verification and evidence of spouse and residence in community.
Participation in University approved Co-op; internship or similar approved program	Students must submit Petition to be Released form as well as verification of acceptance to approved program including start and end dates and letter from the student's advisor stating the requirement of completion of approved program.
Acceptance in an ODU approved exchange program	Students must submit Petition to be Released form as well as verification of acceptance to approved exchange program including start and end dates and letter from the student's advisor stating the requirement of completion of approved program.

Financial reasons for release will be considered only if it can be verified that a significant, unforeseen, and uncontrollable change in financial status of a student's family or background has occurred since the Agreement was signed. Supporting documentation must positively demonstrate a significant financial change. Examples might include death of a parent, permanent lay-off of a parent, family bankruptcy, etc. Remember **the burden of proof is on you** so be sure to provide ALL the supporting documentation you can for the information you provide. **SUPPORT DOCUMENTATION ON OFFICIAL LETTERHEAD IS REQUIRED.** Failure to provide substantive information may hinder your petition.

Grounds for Petitions for Release from the 2009 – 2010 Student Housing Agreement

**Grounds for a valid petition must fall under one of the following categories:**

REASON	QUALIFYING EXAMPLES	SUGGESTED SUPPORTING DOCUMENTS
Financial Hardship	Death of a parent Permanent layoff of a parent Family Bankruptcy	Tax and Bank Statements Scholarship Award Letters
Medical	Major medical (life-changing)	Medical Bills, Bank Statements Doctor's Letters

A student making a request to be released from the 2009 – 2010 Housing and Dining Agreement is asking for an **EXCEPTION**. An approval of the petition is **NOT** automatic and is generally given only for **extraordinary** circumstances. Signing a lease or purchasing a home off campus does not in and of itself constitute 'extraordinary circumstances'.

**Petitions for release from the Housing and Dining Agreement will not be approved in the following instances:**

Roommate Problems	Signed a lease off-campus	Lack of knowledge of University or Housing and Residence Life policies and procedures.
Dietary Needs	Personal judgments in error or irresponsibility	Non-occupancy of assigned space
Obtained alternate housing (apartment, townhouse, parent's purchased a home or rental property)	Misinterpretation of University policies and procedures published in the Housing and Residence Life Policies and Procedures Handbook; the Terms and Conditions; Student Housing Application; Student Housing Agreement	Non-qualification, late application, or loss of eligibility for financial aid or scholarships
Non-receipt of mail due to obsolete address on file with the Office of the University Registrar	Failure to activate or maintain your official ODU.EDU e-mail account	No verbal statement by any party is considered a waiver of any term or condition, whether expressed or implied, <b>unless made in writing by ODU's Executive Director for Housing and Residence Life or designee.</b>
Residential Freshman Parking Waiver request is denied.	Appearance of a Waiting List	

