



UMass

Dartmouth

OFFICE OF HOUSING AND RESIDENTIAL LIFE

### RELEASE/APPEAL FORM

Name (print): \_\_\_\_\_ Stud ID: \_\_\_\_\_ Campus Phone: \_\_\_\_\_

Current E-mail: \_\_\_\_\_ Cell/Home Phone Number: \_\_\_\_\_

Current Housing Assigned Building: \_\_\_\_\_ Room \_\_\_\_\_ Class Year: \_\_\_\_\_

Home Street Address \_\_\_\_\_ Home City/State/Zip \_\_\_\_\_

<b>Release/Appeal For:</b>  Semester: _____  Year: _____	<b>Contract Release Request For:</b>  <input type="checkbox"/> Housing <input type="checkbox"/> Dining Services <input type="checkbox"/> Housing & Dining Services	<b>Administrative Billing Appeal For:</b>  <input type="checkbox"/> Damage (room/community) <input type="checkbox"/> Requested Housing (intersession) <input type="checkbox"/> Improper Check-Out <input type="checkbox"/> Key/Lock Replacement (room/mailbox)	<b>Appealing:</b>  <input type="checkbox"/> Full Time Status
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**CONTRACT RELEASE REQUESTS:**

1. will be reviewed by the Director of Housing or the Director of Campus Services and decided on a case by case basis
2. must be accompanied by the student's general summary of reasons for requesting contract release
3. must include documentation supporting the reason for this request as listed below:
  - Letter from a physician explaining in detail a student's inability to live in on-campus housing and a completed **Medical Release Form**
  - Document confirming an unanticipated financial need or hardship and the completion of a **Financial Release Form**.
  - Document from the Registrar stating that the student is enrolled in less than 12 credits
  - A copy of military orders which includes the date a student is required to report for active duty

**ADMINISTRATIVE BILLING APPEALS:**

1. will be reviewed by a committee appointed by the Housing Director and decided on a case by case basis
2. must be accompanied by documentation supporting the appeal. Documentation examples:
  - Housing building & room assignment that is relevant to the appeal
  - Description of the specific amount being billed
  - Reason(s) why the amount should be reduced or removed from the student's bill. Examples of legitimate reasons: another person taking responsibility for the damage, pre-existing damage, damage caused by normal wear and tear

**FULL-TIME STATUS APPEALS**

1. will be reviewed by the Director of Housing (or designee) and decided on a case by case basis
2. must be accompanied by documentation supporting the appeal. Documentation examples:
  - A letter from a faculty member or other University Official explaining your need to remain on campus to further your academic pursuits (i.e. undergraduate research, thesis, internship, etc.)
  - A copy of your current student record documenting current status and indicating potential need or reason to be enrolled for less than full-time status
  - If Graduate Student, a copy of a completed "Enrollment Status Form"

I hereby state that the information I have provided in this form is accurate and honest to the best of my knowledge.

**Student Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Administrative Use Only**

Appeal Review Decision: Approve \_\_\_\_\_ Deny \_\_\_\_\_ Date: \_\_\_\_\_

Comments: