



## PETITION FOR RELEASE FOR UNIVERSITY SPONSORED ACTIVITY

Dear Residence Hall Student,

Attached is a petition for release from your residence hall contract. The residence hall contract you signed is a legally binding contract. All residence hall contracts are for a full academic year (both fall and spring semesters). However, a process is available for an administrative release from your contract in certain circumstances as defined below.

Please carefully read the attached Contract Release Documentation Guidelines and fill out the petition as thoroughly as possible. Please include all required documentation. Requests submitted without documentation will not be processed or denied. This form is for the following types of release requests:

- **Study Abroad**
- **Internship/Clinical/Student Teaching at a location greater than 50 miles away**
- **Greek Housing request**
- **Regional Campus transfer**

A student must provide proof of participation in the University sponsored activity from the appropriate college, department, or campus organization. Documentation must include the dates of the activity involvement. For a regional campus transfer, the student must provide a copy of his/her future FlashLine schedule showing all registered hours at one of the seven regional campuses. Students being released for Study Abroad or an Internship will be required to comply with the University Housing policy upon returning to the University, if applicable. For students seeking Greek housing, please also complete the additional form included within this document.

When complete, submit all materials to the Housing Office (Rm. 131) in Korb Hall. The Department of Residence Services will then make a decision on your request for a contract release as soon as possible. The decision will be sent to your KSU FlashLine email account.

Please know that **if approved**, you are required to complete an official checkout and return of key(s) to the area desk. If you fail to officially check out of your assigned residence hall space by the end of the semester, you will be responsible for all housing costs from the beginning of the semester through the actual date of check out.

If you have any further questions, please contact your Residence Hall Director or the Accounting Office at (330) 672-7021.

Sincerely,

David Taylor, Ph.D.  
Associate Director  
Department of Residence Services

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Home Address: \_\_\_\_\_ Kent State ID number: \_\_\_\_\_  
Street

\_\_\_\_\_ Phone #: \_\_\_\_\_  
City State Zip

Kent State email address: \_\_\_\_\_ Hall/Room #: \_\_\_\_\_

\_\_\_\_\_ Regional Campus Transfer  
\_\_\_\_\_ Student Teaching/Clinicals  
\_\_\_\_\_ Study Abroad

\_\_\_\_\_ Internship  
\_\_\_\_\_ Request for Greek Housing

Date \_\_\_\_\_

**KENT STATE UNIVERSITY**  
**DEPARTMENT OF RESIDENCE SERVICES**  
**APPLICATION FOR GREEK RELEASE FROM THE UNIVERSITY**  
**HOUSING POLICY**

I, \_\_\_\_\_, \_\_\_\_\_  
Name Kent State ID number  
am requesting an exemption from the University's Housing Policy to reside in a University  
recognized Fraternity/Sorority House. I am an active member of \_\_\_\_\_,  
(Name of Fraternity/Sorority)  
have earned a minimum of 30 earned hours and have at least a 2.0 cumulative GPA.

**KENT STATE UNIVERSITY HOUSING POLICY**

*Kent State University requires that all single students enrolled for nine or more credit hours reside in the university's residence halls and participate in the food plan. This requirement excludes summer sessions and is applicable until the attainment of junior academic standing (60 semester credit hours/90 quarter credit hours) or the receipt of an exemption from the department of residence services.*

I have read the University's Housing Policy as stated above and understand that a violation of the Policy could effect my ability to register for classes.

Falsified information/signatures provided on this form will result in the invalidation of the request as well as the student remaining obligated to fulfill his/her two-year residency. Presented falsified information may be referred to the appropriate department or to the Office of Student Conduct for further action.

I understand that a Fraternity/Sorority Release from the University's Housing Policy, if granted, is for the **2013-2014 Academic Year Only** (or balance thereof) as long as I reside in a University recognized Fraternity/Sorority House. If I move from the Fraternity/Sorority House during the **2013-2014 Academic Year**, I understand that I must notify Residence Services immediately. Failure to do so may result in disciplinary action.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This is only an application for release. Whether approved or denied, you will receive email confirmation from the Department of Residence Services in consultation with the Center for Student Involvement. Please make sure your Chapter President has submitted all necessary rosters and forms to the Center for Student Involvement (CSI). **A Greek release cannot be approved until a recommendation is received from CSI after fall semester grades are finalized.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
KSU Email

\_\_\_\_\_  
Phone

**RETURN COMPLETED FORM(S) TO RESIDENCE SERVICES ACCOUNTING OFFICE, KORB HALL 0131**