

**Guidelines to be considered to be released
from RWU Housing Contract**

All appeals for release from the Housing Contract must be submitted in writing by the student, and sent from the student University e-mail account to: **Dr. Lisa Landreman, Assistant Vice President, Dean of Student Life**. In-person requests will not be accepted!

In order for your appeal/release request to be considered, your reasons for the request must be thoughtfully explained in the e-mail.

The Housing Contract is considered a binding agreement for the full academic year, similar to that of any Landlord/Tenant lease.

As such, great care is taken in considering legitimate extenuating circumstances that warrant release. Please see the following guidelines typically used for evaluating housing contract appeals:

- Loss of student's income, if student is primary source
- Loss or significant reduction in parent's income, if parent is primary financial resource, since signing the contract
- Marriage of Student
- Divorce of primary financial resource
- Death of immediate family member or of primary financial resource
- Significant medical condition of student
- Significant medical condition of immediate family member or of primary financial resource

However, we recognize that there may be other unique situations that fall outside of the guidelines mentioned above. Such appeals will be considered with proper documentation, and in writing from the student.

Documentation is required for proof of any condition being submitted for consideration. Any pertinent documentation must be supplied with the written request from the student at the time of submission in order for release from the contractual agreement (Housing Contract) to be considered. Additional consultation between the Associate Director of Housing and your parent or guardian may also take place before a decision is made.

Please understand that granting a release is in the University's discretion. Documentation of the above does not necessarily result in the grant of a release. The University will utilize in its evaluation, among other factors, whether the University was afforded an opportunity to address any concerns raised by the student and prompt notice requesting an appeal.

Again, please email all appeal requests to **Dr. Lisa Landreman, Assistant Vice President and Dean of Student Life** at llandreman@rwu.edu.