



PETITION TO TERMINATE HOUSING CONTRACT

FALL SEMESTER _____ SPRING SEMESTER _____ Year _____

Name _____ Student ID Number _____

Your housing contract is binding for the entire academic year, both fall and spring semesters (Spring semester-only contracts are binding for the full spring semester). You are legally responsible for the financial fulfillment of this contractual agreement. Request to terminate this contract is considered only for the following five reasons. It is your responsibility to supply all required documentation.

PLEASE CHECK YOUR REASON FOR REQUEST TO TERMINATE YOUR CONTRACT. COMPLETE ALL INFORMATION:

OFFICIAL WITHDRAWAL

To qualify for a contract release as an "official withdrawal" you must meet all criteria as outlined by the Office of the Registrar. Information can be found at nau.edu/registrar. Within 24 hours of your withdrawal you must contact your hall staff to officially check out of your room. If you later re-register for classes within the contract period you will be held financially responsible for the full contract.

MARRIAGE

You must provide an official marriage license to Housing and Residence Life. Contract releases are approved from the date of your marriage or the date of check out from the hall, whichever is later.

NOT REGISTERED FOR CLASSES

If you choose NOT TO REGISTER for the next semester, you will need to contact your hall staff to officially check out of your hall within 24 hours of your last final. If you later re-register for classes within the contract period you will be held financially responsible for the full contract.

GRADUATING

If you are graduating from the university, your petition will be processed upon verification of your graduation from the Registrar's Office.

NON-LOCAL NAU PROGRAMS

If you are participating in a non-local NAU program (student teaching or internships outside of Flagstaff, International Exchange, etc.) will need to provide written verification to Housing and Residence Life. You must receive NAU credit for the non-local program to be eligible to terminate your contract.

Note: Specific documentation must be attached or submitted to Housing and Residence Life

I understand that terminating the housing contract is contingent upon approval by Housing and Residence Life. I understand that checking out of the residence hall will not automatically release me from the financial obligation of the contract. Approval is contingent upon receipt of required documentation.

I understand the following, per terms of the housing contract.

- This contract is a full academic year or spring-only contract.
Residents who complete only one semester in housing are charged the semester only rent rate as listed on the Housing and Residence Life website.
Residents who check out prior to the end of a semester due to an approved contract termination are responsible for prorated rent charges based on the semester-only rent rate. Adjusted charges will be posted to the student account upon check-out.

Signature _____ Date _____