



PETITION FOR RELEASE FROM RESIDENCE HALL CONTRACT

Office of Residence Life

This release is requested for the: FALL SEMESTER _____ SPRING SEMESTER _____ Year _____

Name: _____ NAU ID Number: _____

Hall: _____ Room _____ Checked-In? Yes _____ No _____

Please make sure that you have updated your address information on LOUIE at green.ucc.nau.edu/louie/. Additional charges and refunds will be processed and sent to the address listed in LOUIE.

Your housing contract is binding for the entire academic year; both fall and spring semesters (excluding spring semester only contract). Please understand that you are legally responsible for the financial fulfillment of this contractual agreement. Request for release is considered only for the following five reasons. It is the student's responsibility to supply all required documentation.

PLEASE CHECK REASON FOR RELEASE REQUEST AND 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. Pine Ridge Village and McKay Village residents will be charged a penalty equivalent to one month's rent.

MARRIAGE

Students must provide an official marriage license to the Office of Residence Life. Contract releases are approved from the date of your marriage or the date of check out from the hall, whichever is later. Pine Ridge Village and McKay Village residents will be charged a penalty equivalent to one month's rent.

NOT REGISTERED FOR CLASSES

If you choose NOT TO REGISTER for the next semester, you will need to contact your hall staff to officially checkout 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. Pine Ridge Village and McKay Village residents will be charged a penalty equivalent to one month's rent.

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

Students participating in non-local NAU programs (student teaching, internships outside of Flagstaff, International Exchange, etc.) will need to provide written verification to the Office of Residence Life and must be receiving NAU credit for the non-local program.

Note: Specific documentation must be attached or submitted to the Office of Residence Life

I understand the release from the Residence Hall Contract is contingent upon approval by the Office of 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.

Resident's Signature _____ Date _____