

All Housing Contracts are for the entire academic year or balance thereof. A resident must have an approved release from the contract in writing to terminate charges for room and/or meal plan.

To petition for contract release, please do the following:

1. Complete the form below.
2. Attach to the form a statement including the reason in which you would like to be released from your contract. **You must include any documentation that may support your case.** Otherwise, your petition will not be considered.
3. Please bring the form, statement and all documentation to University Center 222 or email the completed form to housing2@shawnee.edu or mail to:

**Office of University Housing and Residence Life**  
**Contract Release Committee**  
**Shawnee State University**  
**940 Second Street**  
**Portsmouth, OH 45662**

The Contract Release Committee meets weekly (if necessary) to review all petitions. Submission of this form does **NOT** guarantee a release, but only that your case will be reviewed.

---

Name: \_\_\_\_\_ Housing Facility & Number: \_\_\_\_\_

Home Address: \_\_\_\_\_

SSU Email Address: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Present Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Request contract release effective at the beginning of:    Fall    Spring    Yr: \_\_\_\_\_

Reason:    Withdraw    Transfer    Other (attach statement with documentation)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**A request does not automatically secure a release. Unless you receive notice (written or electronic) that you have been released from your contract, you are required to live on campus as stated in University policy.**

.....

FOR OFFICE USE ONLY:

Petition:            Approved            Denied            Deferred

Effective Date: \_\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_

Committee Chair: \_\_\_\_\_ Date: \_\_\_\_\_