

Contract Cancellation Appeal

Important Information

A Contract Release Request is a formal written petition to obtain a release from the housing contract, from the contract cancellation charges outlined in the **Resident Student Handbook**, and/or from the mandatory meal plan.

The Contract Release Request process is intended for students who experience significant changes in circumstances beyond their control which **a)** prevent them from fulfilling the terms of the contract and **b)** cannot be resolved within the residence hall system. *Only appeals that are submitted with one calendar year of cancellation date will be heard.*

Submitting a Contract Release Request form is **NOT** a guarantee of release from the contract or the cancellation fees and penalties. The request should be submitted to the Associate Director of Housing for Administration, who would make a decision based solely on the written request and supporting documentation. Should the Associate Director not grant the appeal, the Associate Director will then forward the appeal to the **Contract Cancellation Appeals Committee** to make the final decision. The committee's decision is final and is not subject to any further appeals at UIC. All appeals are determined by the student's personal statement and supporting documentation. No in-person appeals are allowed, nor is the student allowed to be present at time of hearing.

Contract Release Requests must be sent to housing@uic.edu.

Necessary Documentation

In all cases, a personal statement from the student along with all supporting documentation (medical, financial, academic) is helpful in reviewing Contract Release Requests. Students are strongly encouraged to submit supporting documentation with their personal statement whenever possible. **However, having this documentation is not a guarantee of release from the contract or the cancellation charges.**

Contract Cancellation Appeals Committee

The Contract Release Appeals Committee is comprised of Campus Housing students, staff, as well as staff from UIC Campus Auxiliary Services. All information, unless otherwise directed, will be shared with each member of the committee in full. UIC Campus Housing takes the privacy and confidentiality of all information seriously. Committee members are trained in the handling of sensitive information and are forbidden from discussing details of any appeal outside the contract cancellation appeals committee meetings.

Contract Cancellation Appeals Committee Meetings

Committee meetings are scheduled twice a month on or around the 15th and 30th of each month. Notification of the appeals committee decision will be sent via email from the Associate Director of Housing for Administration within one week of committee meetings.

Contract Release Request Form



Campus Housing

Please select which you wish to cancel:

- Residence Hall Contract and Mandatory Meal Plan**
 Mandatory Meal Plan

Please type or print.

Name: _____

UIC ID #: _____

Residence Hall Building: _____ Cell Phone #: _____

Home Address: _____

Home Phone #: _____

E-mail Address: _____

(Please print clearly. All communication will be done via email. If you are leaving UIC, please provide a non-UIC email address.)

Number of semesters in UIC residence halls: _____

Class standing: **Freshman** **Sophomore** **Junior** **Senior** **Graduate/Professional**

Are you continuing your enrollment at UIC?: **Yes** **No**

If not, were you academically dismissed?: **Yes** (if yes, please provide documentation) **No**

Release requested for _____ School Year: **Fall & Spring** **Spring Semester** **Summer**

Reason for cancellation (check all that apply):

- Medical situation** **Personal** or **Family**
 Financial situation **Personal** or **Family**
 No longer enrolled at UIC but transferred to another institution
 No longer enrolled at UIC but did not transfer to another institution
 No longer enrolled at UIC due to academic dismissal; College/Major: _____
 No longer living on-campus (ex. living off-campus or commuting from home)
 Marriage
 Military service
 Death in family
 Other: _____

The information supplied on and with this request is, to the best of my knowledge, accurate in every detail. I understand that submission of this request does not guarantee my release from the housing contract or from any cancellation fees or penalties. I agree to be solely responsible for those cancellation fees should this request be denied.

Signature: _____ **Date:** _____