



**Housing Contract Release Request**

Please read this form thoroughly before submitting your request.

The *Housing Contract* (hereinafter “contract”) is for the entire academic year (both fall and spring semesters). **ONLY** under very extreme circumstances will a contract release be considered. For this request to be considered, you must attach a **DETAILED** written explanation of your situation, along with as many supporting documents as possible which will verify your explanation for your request for a release from your contract. Your contract release request will be reviewed and a decision will be e-mailed to your USC Aiken e-mail address.

Please Print:

Last Name		First Name	Middle Name	VIP ID NO.
<b>Pacer</b>		Building, Apartment/Suite, Bedroom	Cell Phone Number	USC Aiken E-mail Address
Permanent Mailing Address		City	State	Zip
				Home Phone Number

Semester for which release is being requested:      Fall      Spring      Summer

Please check the reason(s) you are requesting cancellation of contract and provide the reason:

<input type="checkbox"/>	December graduation
<input type="checkbox"/>	Financial hardship caused by change in financial status (you must provide proof of change of financial status and reasons causing hardship)
<input type="checkbox"/>	Transferring to: Institution Name (attach copy of acceptance letter):
<input type="checkbox"/>	Withdrawing from USC Aiken: Date:                      Reason:
<input type="checkbox"/>	Marriage: Date of Marriage:

Proposed New Address	City	State	Zip
Owner: _____	Phone: _____		

I do hereby certify that all above information is in full and correct. I also understand that providing false information is a violation of the Code of Student Conduct of USCA and could be grounds for disciplinary action by the University. I understand that if the Housing request is approved, as stated in my Housing contract and Housing Community Guidebook, **I will be required to forfeit my deposit**, I will be charged a \$1000 cancellation fee (for student continuing at USCA) and for time of occupancies by a prorated schedule. I am aware that if my contract is terminated, the situation that caused the termination must not change. If your contract is terminated and the situation you presented for the contract cancellation changes, the request is no longer valid. You will be required to fulfill the terms and conditions as stated in the contract. If your contract is not terminated, you will be required to fulfill the terms and conditions as stated in the contract. **FOR YOUR CONTRACT RELEASE REQUEST TO BE CONSIDERED, YOU MUST ATTACH A DETAILED EXPLANATION AND SUFFICIENT SUPPORTING DOCUMENTATION TO VERIFY YOUR REQUEST.**

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

**MAKE NO ARRANGEMENTS TO LIVE OFF CAMPUS UNTIL YOUR REQUEST FOR CONTRACT RELEASE IS GRANTED.**

*Office Use Only*

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Reviewer’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_