

NICHOLLS STATE UNIVERSITY

RELEASE FROM HOUSING & FOOD SERVICE CONTRACT REQUEST

The Housing & Food Service Contract (hereinafter "contract") is for the entire academic year (both fall and spring semesters). **Turning 21, completing 90 credit hours, or deciding to commute from a family member's home during the semester are NOT grounds to be automatically released from the contract.** For this request to be considered, you must attach a **detailed** written explanation of your circumstances, along with any and all relevant supporting documents, which will provide an explanation for your request. If your request is approved for a contract release, you will forfeit the housing and meal service deposit.

Students requesting a release from the Housing & Food Service Contract must complete the application below and submit it (and any required documentation) to:
 Housing & Residence Life Office
 Nicholls State University
 PO Box 2061
 Thibodaux, LA 70310

Name: Last _____ First _____ M.I. N Campus Wide ID # _____ Date of Birth _____

Current Building _____ Room/Apt # _____ Cell Phone _____

Permanent Address _____ City _____ State _____ Zip _____ Phone _____

Current Classification (circle one): FRESHMAN SOPHOMORE JUNIOR SENIOR GRAD

This Contract Release Request is for: Fall 2011 Spring 2012 Summer 2012

Number of semesters you have resided on campus: _____

If released, where do you plan to live (include full address)? _____

Please indicate the reason you are requesting a release by checking **one** box below. **If you do not meet any of these criteria, you are required to live on campus.** Please attach supporting documentation.

- I am graduating at the end of the current semester.
- I am participating in an internship/externship/student teaching outside the local area. I wish to hold over my housing deposit to Fall 2012: _____ YES _____ NO
- *I am transferring to another institution. (Copy of acceptance letter must be attached)
- I am leaving Nicholls State for other reasons and will not be enrolled in Spring 2012 classes.
- *I am living with my parents, grandparents, or married sibling and commuting daily to Nicholls from their home. (Attach signed letter from parent(s) stating why he/she feels commuting is needed for the next semester)
- *I am married or I am a single custodial parent.
- *I am participating in military service (copy of call up papers must be attached)
- *I have a financial, medical, or personal hardship. (Please explain in an attached letter and provide supporting documentation.)
- *Other (Please explain in an attached letter and provide supporting documentation.)

* Without supporting documentation, the request will be automatically denied.

I hereby certify that, to the best of my knowledge, I have completed the above information truthfully and accurately. I understand that providing false information on this form may result in charges for housing and meals being placed on my University account as well as referral for disciplinary action.

Signature

Date

FOR OFFICE USE ONLY

Action Taken: Approved Not Approved Pending Pending due to: _____

Housing Officer Signature: _____ Date: _____