

# Southeast Missouri State University Office of Residence Life

## Petition to Terminate Contract

### Student Information – Please Print Clearly

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Southeast ID: S0 \_\_\_\_\_

Southeast Email: \_\_\_\_\_ Cell/Home Phone: (\_\_\_\_) \_\_\_\_\_

#### Home/Forwarding Address

#### Campus Address

Street Address: \_\_\_\_\_ City/State/Zip Code: \_\_\_\_\_ Res Hall/Room: \_\_\_\_\_

### Cancellation Request Information

Requesting cancellation of the following (check all that apply):

*Contract for University Housing*     *Private Room Agreement*     *Meals only contract*

Cancellation for Semester/Term (check all that apply):     *Academic Year*     *Fall*     *Spring*     *Summer*

### Reason for Cancellation Request and Charges (see back for details on required documentation)

Check ONLY One	Request Reason	Prior to Residence Hall move in	Prior to third Friday of classes	After third Friday of classes
	December Graduation	No Charge	No charge	No charge
	Greek Village (Must meet eligibility requirements)	No Charge	No Charge	No Charge
	Study Abroad, Student Teaching, Internship	No Charge	No Charge	No Charge
	Military Commitment - <i>See back</i>	No Charge	No Charge	No Charge
	Meals Only Contract	\$25	\$25 + pro-rated charges*	\$25 + no refund**
	Marriage / Dependent Child care - <i>See back</i>	\$150	\$150 + pro-rated charges*	\$150 + no refund**
	Greek Housing Chapter Officer (Required live-in)	\$150	\$150 + pro-rate charges*	\$150 + no refund**
	Medical - <i>See back</i>	\$150	\$150 + pro-rated charges	\$150 + no refund**
	TPS (Temporary Protected Status) <i>See back</i>	\$150	\$150 + pro-rated charges	\$150 + no refund**
	<input type="checkbox"/> Withdrawal <input type="checkbox"/> Transfer <input type="checkbox"/> Academic or Administrative Suspension	\$150	\$150 + pro-rate charges*	\$150 + no refund**
	Residency Requirement Exemption, <i>See back</i>	\$750 Buyot charge	\$750 + pro-rate charges*	\$750 Buyout + no refund**

\*Pro-rated charges (room and meal) apply to students who move out prior to the third Friday of classes. After the third Friday, students are responsible for the full semester/term charges. \*\*Full charges (room and meal) apply to residents who move out after the third Friday of the semester. Student moving out at the end of the Fall semester do not incur additional room or meal charges for the spring semester.

### Statement of Agreement

- I understand this is a petition for termination of a legally binding contract. Termination is subject to approval by the Office of Residence Life. If this petition is denied, I will be obligated to live on campus or to pay the full amount of charges under the terms set forth in the *Contract for University Housing*. **Be advised that you should not make off-campus arrangements until you have received WRITTEN notice of approval.**
- I understand that if approved for contract termination, I will incur the cancellation and administrative fees as outlined above.

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

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

Reason	Requirement	Documentation
Military Commitment	Call to active duty	A copy of applicant's military paperwork showing the date applicant begins active duty service.
Student Teaching, Study Abroad, or Internship	Activity is outside of commuting distance of campus	Submit documentation noting the location of school that you will be student teaching at, a copy of the acceptance letter from the school attending overseas or department hosting the study abroad program, submit documentation from department/company hosting internship.
Parenthood / Marriage	Custodial parent of a dependent child / married	Copy of applicant's prior year's tax return OR a copy of dependents child's birth certificate. Copy of marriage license after it has been filed at the courthouse.
Medical Accommodation	Medical condition that requires special living accommodations that the residence halls cannot reasonably provide	Submit all parts of the <i>Special Accommodations Form for Students Requesting Housing Accommodations</i> , available from the Office of Residence Life.  Note that one part of the form is for applicants to fill out, and the other part of the form is for a licensed, medical physician to fill out. We are not requesting applicant's medical records, but a physician does need to completely fill out the form. Additional notes or letters from applicant's physician may be sent along with the form. Describe the resources used on campus to help with applicant's current situation.
Residency Requirement Exemption	Student meets one of the University's criteria to be exempted from the 2-year residency requirement	Submit all parts of the <i>Petition to Terminate Contract</i> and indicate which one of the University's residency requirement you meet. Examples include over 21, more than 57 degree credit hours with 42 of these hours being obtained post high school graduation, lived on campus for 2 full academic years. <b>Note:</b> There is a buyout charge for any student who meets the residency requirement when submitting their Contract for University Housing and then requests to cancel their housing contract.
TPS	Home country must have TPS status	Evidence of nationality from Passport or I20 and completion of at least one semester living on campus at Southeast.

### University Residency Requirement

Southeast Missouri State University requires that all full-time students live on campus for 2 years (four semesters, excluding summers). In accordance with the residency requirement, all full-time students must live on campus unless they meet at least one of the criteria for an exemption from the residency requirement: living with parent or legal guardian and commuting from their residence within a 50 mile commuting distance from Academic Hall; 21 years of age by the beginning of the semester for which they are enrolled; military commitment; completed at least 57 degree credit hours (42 of which must be obtained post high school graduation) accepted by the University towards earning a degree from Southeast; have been enrolled full-time at a post-secondary institution for 4 semesters (excluding summers) post high school graduation; married and/or have dependent children in residence; taking classes exclusively online or exclusively attending a Southeast Regional Campus; have lived in University housing for 4 semesters (excluding summers). Housing contracts are not cancelled because of poor roommate situations, the lack of bed space in a particular residence hall, the need for music practice space, or the cleanliness of one's room or living arrangement.

### Important Information

Notification of a decision on the *Petition to Terminate Contract* will **ONLY** be given **IN WRITING**, via your Southeast email account. Students should not make off-campus housing arrangements until you have received **WRITTEN** notice of approval from the Office of Residence Life.

### Office of Residence Life Use Only

TERMINATION APPROVED/CONTRACT CANCELLED       REQUEST DENIED       CONTRACT TERMINATION APPROVED

Cancellation Fee: Amount Charged \$ \_\_\_\_\_ Checklist: \_\_\_\_\_ Mercury      \_\_\_\_\_ Email sent

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

