



# Petition to Alter/Terminate University Housing Contract

Name: \_\_\_\_\_ Uniqname: \_\_\_\_\_ U-M ID: \_\_\_\_\_  
Last First MI

U-M Housing (on-campus) Address: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Please check the primary reason for your petition (see next page for definitions) and attach appropriate documentation to the petition.

- University withdrawal or leave of absence
- Graduation (Term: \_\_\_\_\_)
- Non-enrollment during fall-winter terms (students only)
- Non-employment at the University (U-M staff/faculty only)
- Study Abroad/Internship (Program: \_\_\_\_\_)
- Medical/Psychological
- Financial
- Other (Explain : \_\_\_\_\_)

## Residence Halls/Northwood I, II or III request to alter or terminate:

Contract	Term:	Fall	Year _____
Meal Plan		Winter	
		Spring	
		Summer	

## Northwood IV or V request to terminate:

Contract	Requested vacate (checkout) date: _____
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Signature \_\_\_\_\_ Date \_\_\_\_\_ HIO 1286 7/13



## Your Current Contract

University Housing contracts are legally binding for the entire term of the contract unless the Housing Review Board grants a petition to be released from the contract. Petition approvals are not automatic and are granted only when the Review Board determines that circumstances as explained in the petition are substantially and relevantly different than at the time of original contract submission.

**No University Housing staff person in the residence halls or Northwood Community Apartments has the authority to release you from your contract.**

## Reasons for Requesting Contract Alteration or Termination

### Contract Termination

#### University Withdrawal or Leave of Absence

Submit a copy of the withdrawal form provided by your school, college, or the Registrar. Completing the withdrawal process from your academic classes does not automatically release you from your University Housing contract and vice versa.

#### Graduation

Indicate expected date of graduation. Verification must be provided by your department or the Registrar of your school/college and you cannot be enrolled in any classes during any remaining portion of your contract.

#### Non-enrollment during fall-winter terms (students only)

Students cannot be enrolled in any classes during any remaining portion of the contract.

#### Non-employment at the University (UM staff/faculty only)

Please submit documentation from your department verifying the date your University affiliation will end. Submission of this petition will activate a verification of non-employment check with University Human Resources.

#### Study Abroad or Internship

Submit a copy of the confirmation of your attending Study Abroad program or receipt of an internship outside of Ann Arbor.

#### Medical or Psychological

In addition to the first page of this form, submit MEDICAL/PSYCHOLOGICAL-RELATED PETITION TO TERMINATE HOUSING CONTRACT, completed by you and your medical/health care provider. This form asks for documentation of why you cannot live in an on-campus residence hall or apartment.

#### Financial

Submit SUPPLEMENTARY FINANCIAL STATEMENT, completing all sections.

#### Other

If your reasons for petitioning the Housing Review Board do not fit any of the specified categories, you must submit the EXPLANATORY STATEMENT sheet as part of your petition.



Residence Halls/Northwood I, II, and III only: You must discuss your situation with the Hall Director and have them provide their comments on the page titled “University Housing Staff Comments” before submitting your petition.

### **Meal Plans**

A meal plan is a mandatory part of the residence hall and Northwood III contracts. Petitions to alter or terminate the meal plan portion of the contract are rarely granted. Please note that non-use of a meal plan is not considered a valid reason for meal plan alteration or termination.

### **Dietary Requirements**

If you are requesting full or partial reduction of your meal plan due to dietary requirements you must first meet with the Residential Dining Services (RDS) Nutrition Specialist by calling 734.647.2614. This meeting will be to discuss whether or not RDS is able to meet your needs. You may need to provide written verification from your physician of any medical problems that necessitate specific dietary requirements, including severity of problem, duration of treatment, and specific diet you must follow.

### **Hospitalization**

Submit written verification of the dates you were hospitalized.

### **Review Process**

The Board will carefully review the documentation you supply. Possible outcomes include: (a) approving the petition, (b) declining the petition, and (c) identifying on-campus housing options different from your current assignment that could satisfactorily meet your stated needs.

A decision on your petition will not be made if the documentation provided is incomplete or otherwise deemed by the Housing Review Board as inadequate to permit a final decision. The Board may request further documentation and/or consult with other University offices or departments.

You will be informed of the outcome of this petition after a decision has been made by the Housing Review Board via your University of Michigan email account. Terminations are not approved for the final two weeks of the contract term. If your petition for termination has been approved, you remain financially responsible for all charges until you officially check out of your University Housing room/apartment.

All information provided in this petition is understood to be confidential and will not be shared with parents or guardians (unless you are under the age of 18) without your prior approval.



## Petition to Alter/Terminate Housing Contract: Explanatory Statement

Name \_\_\_\_\_  
Last First MI

Date \_\_\_\_\_ U-M ID \_\_\_\_\_

Please state and explain your reasons for requesting termination of your contract. Please note medical/psychological and financial reasons require a separate form, referenced in the “Reasons for Requesting Contract Alteration or Termination” section.



## University Housing Staff Comments: Residence Halls, Northwood I, II, and III

Prior to submission, all pages of this petition must be reviewed by the Residence Education or Northwood professional live-in staff member who administers the area in which you live (e.g., Hall Director).

### Comments:

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

Printed Name \_\_\_\_\_