



Petition to Alter/Terminate University Housing Contract

A decision on a petition received after December 5, 2018 will not be determined until Winter term.

Name: _____ Uniqname: _____ UM ID: _____
Last First MI

UM Housing Address: _____

Check the reason(s) for the petition and attach appropriate documentation ([see website](#)):

- University withdrawal or leave of absence
- Graduation
- Non-enrollment
- Study Abroad/Internship (attach copy of acceptance letter)
- Medical/Psychological
- Financial
- Other

Request to alter or terminate:

- Contract (includes Meal Plan if included with the contract)
- Meal Plan only

Term: _____ Year: _____

Explanatory Statement

Briefly state and explain your reasons for requesting termination of the contract.

[Medical/psychological](#) and [financial](#) reasons require additional documentation.

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I have discussed my situation with a UM staff member:

Yes No

If “Yes” and University Housing has your permission to speak with the staff member as part of the review process, please list the person here:

Name: _____ Position\Office: _____

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.

Resident Signature _____ Date _____ UM ID: _____

Your Current Contract

University Housing contracts are legally binding for the entire term of the contract. Petition approvals for termination are not automatic and are granted only when circumstances are substantially and relevantly different than at the time of original contract submission.

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

Review Process

After receipt of your petition, a staff member will reach out to you to

1. request any additional documentation, and
2. schedule a meeting.

University Housing may request further documentation and/or consult with other University offices or departments. **A decision on a petition request received after December 5, 2018 will not be determined until Winter term.**

You will be informed of the outcome of your petition via your University of Michigan email account. Terminations are not approved for the final two weeks of the contract term.

Possible outcomes include: (a) approving the petition, (b) declining the petition, and (c) identifying on-campus housing options different from the current assignment that could satisfactorily meet the resident’s stated needs.

If the petition for termination is approved, you remain financially responsible for all charges until you officially check out of your University Housing room/apartment.