

# PETITION FOR RELEASE

This form is to petition to be released from a contract (on-campus housing or dining) that you have already signed. If you are petitioning to waive the on-campus residency or meal plan requirement, use the Petition for Exemption form.

## STUDENT INFORMATION

Name (please print):

Banner ID:

Mobile number:

UNCP email address:

@bravemail.uncp.edu

Permanent physical address:

*Street or PO Box, City, State and Zip Code*

Form must be received prior to June 30 (fall semester) and November 30 (spring semester) to be given consideration. Applications will not be accepted after these dates.

Are you petitioning for exemption from    on-campus residency requirement    meal plan requirement    both?

### Identify the reason for requesting a release (check one of the following):

legally married and living with spouse (attach copy of marriage license)

a parent/guardian with legal custody of children (attach birth certificate and/or supporting documentation)

military activation (attach supporting documentation)

withdrawn from university/no longer a registered student (attach confirmation from Registrar's Office)

enrolled in fewer than 6 credit hours

enrolled in an academic program that is offered fully online

December graduation (spring semester request only; submit prior to November 30)

other special need (i.e., special circumstances that could impact housing needs; food allergies that could impact dining) (documentation reviewed on a case-by-case basis)

*Include a detailed, descriptive reason for the request on page 2 of this form, plus attach any needed documentation to support request. This is reserved for students who have a significant and unforeseen change that occurred after the agreement was signed that prevents them from upholding their contractual obligation. Petitions for release from housing contracts, solely for the purpose of living in off-campus housing or to commute from home, will not be approved.*

The information included in this waiver request is accurate to the best of my knowledge. I am aware that providing false or misleading information will void this request and may result in disciplinary action according to the student handbook at The University of North Carolina at Pembroke. I am also aware that submitting this request does not infer a waiver will be granted and that non-compliance with the Housing Application/Agreement will result in administrative action.

**I also understand that, if requesting a housing contract release, that the university will charge a \$500 cancellation fee for breaking my agreement if this requested waiver is granted.**

Student signature:

Date:

**Please submit this form, along with proper documentation attached, to:**

**Mail:** Housing & Residence Life, UNC Pembroke, 1 University Drive, Pembroke, NC 28372

**Email:** housing@uncp.edu | **Fax:** 910.775.4299 | **Campus location:** Belk Hall, Room 119

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## EXPLANATION FOR SPECIAL NEED RELEASE

*Submission of the waiver application form does not guarantee exemption.*

*You will receive notification from Housing & Residence Life regarding your application status.*

### FOR OFFICE USE ONLY

Approved

Date received in office:

Conditional Approval

Authorization signature:

Not Approved

Date:

Comments: