

**Texas Woman's University
Department of University Housing**

**Request For Release From the University Residency Requirement
and/or
Breaking the Housing / Food Services Contract**

Name _____
(Student) Last, First, Middle *TWU ID Number*

Date of Birth _____ Cumulative Semester Hours _____

Are you presently residing in a residence hall? If so, which one? _____
Building name and room number

Have you signed a contract, or renewed your contract, for on-campus housing? Yes No

Present Address: _____
Street, City, State, Zip

Permanent Address _____
Street, City, State, Zip

Home Phone _____ Cell Phone _____
Area code + number *Area code + number*

This request is for the *(circle one)* Fall Spring semester of 20_____, or academic year of 20_____.

Residency Requirement: The Board of Regents requires all full-time, single, undergraduates with less than sixty credit hours, who are under the age of 21, and who are not veterans of military service, or living with parents or legal guardians within commuting distance, live in University Residence Halls.

When the Housing/Meal Service Contract is signed and returned to the Department of University Housing, it becomes a BINDING AGREEMENT – a contract between you, (parent, guardian, or other guarantor if required) and Texas Woman's University.

I have read the terms and conditions of the contract and the University Residence Requirement (if applicable) and wish to break the contract and/or be released from the University Residence Requirement for the reason or reasons outlined in my attached documentation. Additional documentation must be submitted regarding breaking the contract: i.e., doctor's statement, verification of special financial circumstances, etc. with this completed form.

Note: If requesting release from the University Residency Requirement, you must submit a notarized letter of verification from your parents or guardians.

I swear, under oath, that every statement made above is true and correct and understand that if any of the above statements are found to be not true and correct, the student named above will be subject to suspension from TWU and will be responsible for residence hall and food service charges applicable for the semester(s) in which the student is in noncompliance with TWU policy.

Student Signature *Date*

Return this form to Texas Woman's University, Department of University Housing, Attention Housing Coordinator, P.O. Box 425380, Denton, TX 76204-5380.