



UNIVERSITY HOUSING & RESIDENCE LIFE

TEXAS WOMAN'S UNIVERSITY

REQUEST FOR RELEASE FROM THE UNIVERSITY RESIDENCY REQUIREMENT AND/OR BREAKING THE HOUSING/FOOD SERVICE CONTRACT

All TWU full-time single undergraduates who have not completed 60 credit hours are required to live in University residential communities unless one of the following exceptions applies.

- With children
- 21 years of age or older
- Active duty military or veterans of military service
- Living with parents or legal guardians within the commuting distance (40 miles)

Instructions: Please read the entire appeal form carefully and adhere to all requirements.

1. Complete all sections of the form and submit all required documentation. Incomplete forms will not be processed or considered until all information has been appropriately submitted.
2. Appeal letters must contain and provide very specific detailed information supporting the appeal claim. For example, if medical or financial reasons are stated as the basis of the appeal, appropriate documentation must be provided from a professionally certified medical or financial establishment to substantiate the claim.
3. Submit appeal early – allow for up to two weeks for processing of your appeal.
4. These are legal documents – please ensure accuracy of statements.
5. Return this completed form along with all supporting documentation to:
 - TWU Department of University Housing, P.O. Box 425380, Denton, TX 76204-5380
6. University Housing office business location and hours:
 - Location: 3rd floor of Jones Hall
 - Business Hours: 8:00a.m. – 5:00p.m, Monday thru Friday
 - Phone Number: 940-898-3676
7. Students will be provided with written notification about a decision.



In rare instances, students with extenuating circumstances and appropriate documentation, upon approval through the appeals process, may be granted a release from the residency requirement. If under contract, approval does not exempt students from the contract breakage fee.

The following items are considered justification for breaking the contract and/or being released from the residency requirement:

1. Withdrawal from Texas Woman's University
2. Traveling overseas via participation in the Study Abroad program
3. Relocating to the Dallas/Houston campus to complete TWU clinical coursework
4. Personal hardship which may include medical issues, death in the immediate family, or a documented financial hardship (unemployment, reduced income-furloughs, loss of job, pay cut)

Examples of reasons NOT considered justifiable include, but are not limited to:

1. Signing a contract with an off campus housing provider
2. Wanting to live with a friend or distant (not immediate sibling) family member off campus
3. Commuting from a distance further than 40 miles
4. Receiving a financial aid loan

The following items must be included with the Request for Release from the Residency Requirement and/or Breaking the Housing/Food Service Contract appeal:

1. Signed letter of appeal from the student attached to this appeal form
2. Signed letter from the Parent(s)/Guardian
3. All supporting documentation

Last Name: _____ First Name: _____ Middle Name: _____

TWU ID Number: _____

Date of Birth: _____

Total Cumulative Semester Hours Completed: _____

Are you presently residing in TWU campus housing? Yes No

If yes, Name of the Residence Hall/ Apartment: _____ Room/Apt Number: _____

If No, Current Address:

Street, City, State, Zip

Permanent Address:

Street, City, State, Zip

Home Phone Number: _____

Cell Phone Number: _____

TWU Email Address: _____

This Request Is For: Fall of 20 _____ Spring of 20 _____ Academic year of 20 _____

My Request is to: Break the Existing Contract Be Released from the Residency Requirement

Reason for Appeal

Financial:

Appropriate documentation must be included as part of the appeal process. Examples of documentation would include: change in family income, change in personal income, financial aid information, etc.

Medical:

Appropriate documentation must be included as part of the appeal process. Examples of documentation would include: statement from a licensed doctor or therapist

Other:

This category could include reasons such as withdrawal from TWU; TWU study abroad program; personal hardships; etc. Appropriate documentation must be included as part of the appeal process.

Reminder: Appropriate documentation must be submitted with the appeal.



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 Residency Requirement (if applicable) and wish to break the contract and/or be released from the University Residency Requirement for the reason or reasons outlined in my attached documentation.

My signature acknowledges 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 may be subject to suspension from TWU and will be responsible for University Housing and food service charges applicable for the semester(s) in which the student is in noncompliance with TWU policy.

Student Signature: _____ Date: _____

HOUSING STAFF ONLY

Date Appeal Received: _____

Total Credit Hours: _____ Current Semester Hours: _____ Cumulative GPA: _____

Age: _____ Number of Semesters Lived on Campus: _____

Date of Decision: _____ Decision: Approved Denied

Signature: _____

Date Release / Cancellation Processed: _____

Notes:

University Housing and Residence Life
 P.O. Box 425380 Denton, TX 76204
 E-mail: housing@twu.edu
 Phone: 940.898.3676
 Fax: 940.898.3638