



Residential Education and Housing
 Eickhoff 114
 The College of New Jersey
 2000 Penning Road
 Ewing, NJ 08628

P) 609-771-2301
 F) 609-637-5165
 E) housing@tcnj.edu
 housing.pages.tcnj.edu

ANNUAL RESIDENCE HALL AND DINING SERVICE CONTRACT RELEASE REQUEST

CONTRACT RELEASE AND REFUND POLICY

The “Annual Residence Hall and Dining Service Contract” is a binding agreement. Once the contract is signed, the student is obligated to reside on campus for the entire academic year and is financially responsible for room and board fees for the contract period. Vacating a room, electing to commute or moving to an off-campus residence *does not qualify* as being released from the housing contract and does not make the student eligible for a room or board refund.

A student who can demonstrate significant financial hardship as determined by the Assistant Vice President of Student Affairs or designee after the contract is signed will be considered for a contract release on a case-by-case basis. Students who are approved to be released from their contract will be subject to the Housing Cancellation and Refund Schedule (<http://housing.tcnj.edu/2017-2018-cancellation-and-refund-schedule/>) and board will be refunded at the following rates, dependent upon meal plan selection:

- a. **A La Carte:** Students who select an A La Carte plan will be refunded based upon the actual usage of their meal plan points. **A student who is released from their spring term assignment will not receive any unused points from the fall semester.**
- b. **Carte Blanche:** Students who select the Carte Blanche board program will be refunded at a weekly rate for each week not in residence. The points will be refunded based upon the actual usage of their meal plan points. **A student who is released from their spring term assignment will not receive any unused points from the fall semester.**

All approved housing or meal plan refunds will be processed by the Housing office. Any financial adjustment will be reflected in PAWS within 5-10 business days.

SECTION A: STUDENT INFORMATION

Student Name: _____

PAWS ID: _____

TCNJ Email: _____

Home Phone: _____

Cell Phone: _____

Classification: _____ (Freshman/Sophomore/Junior/Senior)

Semester: _____ (e.g. fall 2016, spring 2017, fall 2017)

Room Assignment: _____ (e.g. EK-114)

Housing professionals are available for meetings to discuss the contract release process and your specific case. Would you like to schedule a contract release meeting?

Yes, I would like to schedule a contract release meeting.

Here’s my availability: _____
 (You will receive an email to confirm the date and time of your contract release meeting within 48 hours of submission of this form)

No, I do not want to schedule a contract release meeting.



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SECTION B: REQUESTED INFORMATION

1. Attach a detailed letter with your signature. The letter MUST answer the following questions:
 - o What significant financial change has arisen since your housing contract was signed?
 - o How does your financial situation effect your ability to continue your obligation to the "Annual Residence Hall and Dining Service Contract?"
 - o What steps have you taken to exhaust all options of being able to finance your on-campus residence? (i.e. speaking with the Office of Student Financial Assistance)
 - o What is your housing plan if you are to be released from TCNJ Housing?
2. Provide supporting documentation verifying the changes in your financial situation since the date that you signed the housing contract. This should include, but is not limited to, your financial aid packages for the 2016-2017 and 2017-2018 academic years. To obtain the most accurate student aid information, please contact the Office of Student Financial Assistance (Green Hall 101) at 609-771-2211.

SECTION C: PROCEDURE FOR CONTRACT RELEASE REQUEST

This form, your detailed letter and all relevant documentation must be submitted to our office at the same time. Any information acquired through the contract release process will be shared among the members of the Contract Release Committee and will be maintained as an education record subject to privacy protection under FERPA. **Provided that the materials submitted are complete, students can expect a decision within 5 business days from the date received by our office.** However, if further information is needed you will be contacted by the Contract Release Committee, potentially delaying the time needed for the committee to make its decision. All decisions will be sent to the student's TCNJ email address. Students who are approved for a contract release will receive an email with instructions on how and when to move out.

ACKNOWLEDGEMENT

By signature of this form I acknowledge and accept the following:

1. I have read this form in its entirety.
2. I understand that this is a request to be released from the "Annual Residence Hall and Dining Service Contract" and that the release may not be granted.
3. I recognize that if I am to be released from the "Annual Residence Hall and Dining Service Contract" that I may be assessed a room charge as outlined by the "Housing Cancellation and Refund Schedule."
4. I verify that all the information I submitted is true and accurate and I understand that the Contract Release Committee has the right to seek clarification from other departments regarding my request to be released from the "Annual Residence Hall and Dining Service Contract."
5. If I am approved for release from the "Annual Residence Hall and Dining Service Contract," I understand that I must vacate my room, sign the paperwork, and return my key(s) to the Area Office by the designated due date. Otherwise, I may be charged for a lock change and/or cleaning of the room.

Student Signature : _____

Date: _____

FOR OFFICE USE ONLY

Received Date: _____

Release Request Status: Approved Declined

Release Approval Signature: _____ Effective Date: _____