


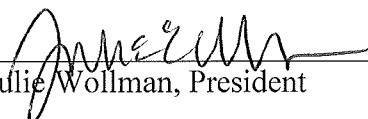
EDINBORO UNIVERSITY OF PENNSYLVANIA

HOUSING AND FOOD SERVICE AGREEMENT RELEASE REQUEST

Policy No. A058

Supersedes Policy No. A058, Dated 7/25/91, 8/10/93 & 6/16/95

Recommended for Approval by  _____
Dr. Kahan Sablo, Vice President for Student Affairs

Approved by  _____ on 11-15-12
Dr. Julie Wollman, President Effective Date

Review Date: As Required

INTENT

The intent of this policy is to establish the procedure and conditions under which a student may request to be released from the Housing and Food Service Agreement by Edinboro University of Pennsylvania (the University).

POLICY

The Housing and Food Service Agreement is a legally binding document in which the student agrees to assume full financial responsibility for the entire term of the agreement. The failure of a student to report for residence hall room check-in, pick up a key, or use the room and/or food services, does not release the student from the financial obligations of this agreement.

A student will not be released from the financial obligations of the Housing and Food Service Agreement *unless* he/she has been formally released in writing by the University. Releases are granted at the discretion of the University for exceptional circumstances such as:

1. The student's need to reside in the home of a parent or legal guardian in response to an unforeseen change in circumstances. Guardians appointed for the primary purpose of avoiding University fees will not qualify.
2. The student becomes the legal custodian or guardian of a minor or incompetent dependent.
3. The student has medical needs and/or a disability which, in the opinion of the student and the University, can only be accommodated outside of the residence halls.
4. The student is able to document a financial exigency and all available financial aid (including loans) has been exhausted.
5. Any other reason which makes the student's fulfillment of this request unduly burdensome for the student or the University as determined by the Director of Residence Life and Orientation or the Vice President for Student Affairs.

PROCEDURE

A student who wishes to be released from his/her Housing and/or Food Service Agreement must obtain and complete an application for release from the Residence Life and Housing Office. The form must be

accompanied by all documentation that is relevant to the student's release request (e.g. medical documentation, financial information, etc.).

The Assistant Director of Residence Life for Housing and Judicial Affairs will review the request and accompanying documentation and will communicate a decision or request additional documentation. Timeliness of the application will be considered.

Approved Releases

If the student is released from his/her residence hall assignment, housing and meal plan fees will be refunded in accordance with the University's pro-rated fee schedule. The Accounting Office will adjust student charges based on the "effective date." However, students remain financially responsible for all meals that have been consumed.

Students who are released from the Housing and Food Service Agreement may be assessed an administrative fee at the discretion of the University. Housing releases that are granted will be copied to the appropriate offices.

Denied Releases

A student whose application for release has been denied may appeal in writing to the Director of Residence Life and Orientation within five (5) working days. Written appeals must be accompanied by all appropriate documentation. The Director's response to an appeal is final.

Involuntary Residence Hall Removal

As per the Student Code of Conduct, involuntary removal from the residence halls may be imposed through the University disciplinary process. When a student is involuntarily removed from housing because of a judicial sanction, no housing refund is provided, and students are prohibited from re-entering University housing once they have officially checked out.

RELATED POLICIES and CODES

A026 - Campus Residency Requirements
Student Code of Conduct

CONTACT INFORMATION

Contact	Office	Address	Telephone
Director	Residence Life and Housing	Lawrence Towers	814-732-2818
--	University Dining Services	Van Houten Dining Hall	814-732-2635