



# Southeast Missouri State University

## Office of Residence Life

### Petition to Terminate Contract

#### Student Information – Please Print Clearly

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Southeast ID: S \_\_\_\_\_  
 Southeast E-mail: \_\_\_\_\_ Cell/Home Phone(\_\_\_\_\_) \_\_\_\_\_

**Home/Forwarding Address** **Campus Address**  
 Street Address: \_\_\_\_\_ Residence Hall: \_\_\_\_\_ Room: \_\_\_\_\_  
 City/State/Zip Code: \_\_\_\_\_

#### Cancellation Request Information

Requesting cancellation of the following (check all that apply):  
 *Contract for University Housing*     *Private Room Agreement*     *Meal Plan/Flex Dollars*

Cancellation for Semester/Term (check all that apply):  
 *Academic Year*     *Fall*     *Spring*     *Summer*

#### Reason for Cancellation Request and Charges (see back for details on required documentation)

Check ONLY One	Request Reason	Prior to Residence Hall move in	Prior to third Friday of classes	After third Friday of classes
	December Graduation	NA	No charge	No charge
	Marriage/Responsibility for dependent child, <i>See back</i>	Forfeit \$150 deposit	Forfeit \$150 deposit & pro-rate charges*	Forfeit \$150 deposit & full semester charges**
	Medical (Counseling or Physical Accommodation), <i>See back</i>	Forfeit \$150 deposit	Forfeit \$150 deposit & pro-rate charges*	Forfeit \$150 deposit & full semester charges**
	Military Commitment, <i>See back</i>	No Charge	No Charge	No Charge
	Withdrawal, Transfer, Academic Suspension, <i>Circle appropriate reason</i>	Forfeit \$150 deposit	Forfeit \$150 deposit & pro-rate charges*	Forfeit \$150 deposit & full semester charges**
	Greek Housing Chapter Officer (Officer position required to live in the on campus chapter house)	Forfeit \$150 deposit	Forfeit \$150 deposit	Forfeit \$150 deposit
	Study Abroad, Student Teaching, or Internship outside Cape Girardeau Area, <i>Circle appropriate reason</i>	No Charge	No Charge	No Charge
	Financial Hardship, <i>See back</i>	Forfeit \$150 deposit & \$350 buyout charge	Forfeit \$150 deposit, \$350 buyout charge, & pro-rate charges *	Forfeit \$150 deposit, \$350 buyout charge, & full semester charges **
	Residency Requirement Exemption, <i>See back</i>	Forfeit \$150 deposit & \$350 buyout charge	Forfeit \$150 deposit, \$350 buyout charge, & pro-rate charges *	Forfeit \$150 deposit, \$350 buyout charge, & full semester charges **
	Other, <i>See back</i>	Forfeit \$150 deposit & \$350 buyout charge	Forfeit \$150 deposit, \$350 buyout charge, & pro-rate charges *	Forfeit \$150 deposit, \$350 buyout charge, & full semester charges **

\*Pro-rate charges (room and meal) apply to residents who move out prior to the third Friday of classes. After the third Friday residents are responsible for the full semester/term charges.  
 \*\*Full charges (room and meal) apply to residents who move out after the third Friday of the semester. Student moving out at the end of the fall semester do not incur any additional room or meal charges for the spring semester.

#### Statement of Agreement

- I understand this is a petition for termination of a legally binding contract. Termination is subject to approval by the Office of Residence Life. If this petition is denied, I will be obligated to live on-campus or to pay the full amount of charges under the terms set forth in the *Contract for University Housing*. **Be advised that you should not make off-campus arrangements until you have received WRITTEN notice of approval.**
- I understand that if approved for contract termination, I will incur the cancellation and administrative fees as outlined above.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reason	Requirement	Documentation
Parenthood	Custodial parent of a dependent child	Copy of applicant's prior year's tax return OR a copy of dependant child's birth certificate
Marriage	Married	Copy of marriage license after it has been filed at the courthouse
Medical Accommodation	Medical condition that requires special living accommodations that the residence halls cannot reasonably provide	All parts of the <i>Health Care Form for Students Requesting Housing Accommodations</i> , available from the Office of Residence Life.  Note that one part of the form is for applicants to fill out, and the other part of the form is for a physician to fill out. We are not requesting applicant's medical records, but a physician does need to completely fill out the form. Additional notes or letters from applicant's physician may be sent along with the form.
Military Commitment	Call to active duty	A copy of applicant's military paperwork showing the date applicant begins active duty service.
Residency Requirement Exemption	Student meets one of the University's criteria to be exempted from the two year residency requirement	Submit All parts of the <i>Petition to Terminate Contract</i> and indicate which one of the University's residency requirement you meet. Examples include over 21, more than 57 degree credit hours, lived on campus for two full academic years. Note: There is a buyout charge for any student who meets the residency requirement when submitting their Contract for University Housing and then requests to cancel their housing contract.
Financial Hardship	An extreme financial situation that has <u>occurred since the time of signing the contract</u> that puts an excessive strain on applicant's financial situation and prevents the applicant from attending Southeast Missouri State University if required to live on campus.	<b>APPLICANT MUST FIRST APPLY FOR FINANCIAL AID AND RECEIVE AN AWARD LETTER BEFORE A CANCELLATION WILL BE CONSIDERED.</b>  All parts of the <i>Petition to Terminate Contract – Financial Addendum</i> , available from the Office of Residence Life. Applicant must include supporting documents to support <u>all</u> claims. Examples include: bank statements, pay stubs, copies of bills, copies of university bills of other family members in college, and any other documents that would support the budgetary information provided.
Other	An extreme circumstance that has <u>occurred since the time of signing the contract</u> that puts an excessive strain on applicant's situation and prevents applicant from attending Southeast Missouri State University if required to live on campus.	A letter from contract holder that includes: <ul style="list-style-type: none"> <li>• How applicant's circumstances have changed <u>since the signing of the Contract</u>.</li> <li>• State reasons termination is requested. Include why applicant's case is extraordinary.</li> <li>• Explain why moving to another hall and/or room will not solve current situation.</li> <li>• Describe the resources used on campus to help with applicant's current situation.</li> <li>• Explain how off-campus living will help applicant's situation.</li> </ul> Applicant must include supporting documents to support <u>all</u> claims. <b>Housing Contracts are not cancelled because of poor roommate situations, the need for music practice space, or the cleanliness of one's room or living environment.</b>

### University Residency Requirement

The Board of Regents at Southeast Missouri State University requires that all full-time students live on campus for two years (four semesters, excluding summers). In accordance with the residency requirement, all full-time students must live on campus unless they meet at least one of the criteria for an exemption from the residency requirement: living with parent or legal guardian and commuting from their residence within a reasonable distance (50 miles) of Cape Girardeau; 21 years of age by the beginning of the semester for which they are enrolled; military veteran; completed at least 57 degree credit hours which are accepted by the University towards earning a degree from Southeast; married and/or have dependent children in residence; lived in University housing at Southeast for two years.

### Office of Residence Life Use Only

TERMINATION APPROVED/CONTRACT CANCELLED     REQUEST DENIED     RESIDENCY RELEASE APPROVAL

Cancellation Fee: Amount Charged \$ \_\_\_\_\_ Checklist: \_\_\_\_\_RMS    \_\_\_\_\_Letter

By: \_\_\_\_\_  
Signature
Date