

To: All Resident Students

From: The Office of Residence Life

Subject: Residence Hall Agreement Release Request Guidelines

Date: December 8, 2017

**Guidelines for Students Not Returning to University or Cancelling Contractual Room Assignments**

If you are not planning to return to your assigned hall space for the Spring 2018 semester, **you must submit a Residence Hall Agreement Release Request Form**. The deadline for submitting the form is **2:00 pm, Wednesday, December 13th, 2017**. This memo updates serves as a modification to the previous guidance provided in the contract release policy located in the 2017-18 Residence Hall Contract at https://www.bowiestate.edu/files/resources/2017-18-traditonal-residence-hall-contraact.pdf.

***A contract release may occur between semesters for the following reasons:***

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| ***Graduation*** | ***Transferring to another institution*** |
| ***Marriage*** | ***Called to active military duty*** |
| ***Withdrawal for the University*** | ***Medical or psychological withdrawal approved by the Vice President for Student Affairs*** |

Please be reminded that there are only six (6) reasons why you will released out of your contract between semesters without penalty.

* If you are graduating at the end of the 2017 semester, please include a copy of your graduation status (to be printed from Bulldog connection) with the Residence Hall Agreement Release Request Form.
* If you are withdrawing from Bowie State University, you must bring your Withdrawal Form, **with all of the required signatures from other offices, with the exception of the Registrar’s Office,** to the Office of Residence Life, Room 160, Haley Hall.
* If you are transferring from Bowie State University, you must bring your Withdrawal Form, **with all of the required signatures from other offices, with the exception of the Registrar’s Office,** to the Office of Residence Life, Room 160, Haley Hall.
* If you are called to active military duty at the end of the 2017 semester, please include a copy of your official military order with the Residence Hall Agreement Release Request Form.
* If you marry by the end of the 2017 semester, please submit a copy of your marriage license with the Residence Hall Agreement Release Request Form.
* If have a medical or psychological documentation from a certified physician obtain a release for the Office of Residence Life Office and turn in the form with your documentation, to the Student Affairs Office , suite 2500, Henry Administration Building.
* If your reason to be released from your contract does not fall into any of the guidelines outlined in the 2017-18 Residence Hall Contract, please provide any documents you believe will support your request.

The student who fails to submit a Residence Hall Agreement Contract Release Form by the deadline of **2:00 pm on December 13, 2017**, will be subject to fees even if the reason falls under one of the categories outlined in 2017-18 RESIDENCE HALL CONTRACT, POLICIES AND PROCEDURES.

**IF YOU ARE NOT RELEASED FROM YOUR CONTRACT, YOU ARE STILL FINANCIALLY RESPONSIBLE FOR THE ROOM AND BOARD FEES. THE CHARGES FOR YOUR ROOM AND BOARD WILL BE ADDED TO YOUR ACCOUNT**.