

_____ A student transferring to another university or college must submit documentation that school confirming the student's admission to the institution. The documentation may be a copy of an admissions letter or e-mail. A letter must be on official University letterhead. An e-mail must be from an official institutional e-mail address and must include the name and institutional title of the sender. The documentation must be from the institution's Admissions or Registrar's office or the admitting academic college/department. A student transferring or withdrawing from SLU will not be approved until the student has withdrawn from all classes for the term requested for release. If a student registers or re-registers for classes during the terms of the contract, the student is still obligated to the contract for room, board, and other housing fees.

_____ : A student graduating from Saint Louis University or an exchange student whose exchange program is for only one semester of study must submit this request to be released from the contract for the subsequent academic term covered by the contract. If a release is approved, the student's University account will not be billed a \$200 cancellation fee.

_____. The Department of Housing and Residence Life will receive a list of students who are confirmed to study abroad and will be contacted via email notifying them about their contract cancellation due to studying abroad. Students will have a deadline to reply to the email if any plans have changed before their contract is cancelled. For students not studying abroad through a Saint Louis University sponsored program, a copy of the acceptance letter to the study abroad program will serve as documentation. If a release is approved, the student's University account will not be billed a \$200 cancellation fee.

_____ A student who must fulfill military service which necessitate residency away from campus must submit a copy of their military orders. If the student returns to campus during the terms of the contract, the student is still obligated to the contract for room, board, and other housing fees. If a release is approved, the student's University account will not be billed a \$200 cancellation fee.

_____ A copy of the marriage license must accompany this request. Conditional release may be granted if the marriage is scheduled to take prior to the beginning of the next academic term covered by the housing contract. In this case, the release will become official upon the receipt of a copy of the marriage license.

_____ A student who must fulfill an internship or practicum requirement which necessitates residency away from campus or commuting at least 50 miles from campus more than 50% of the week must provide a copy of the practicum/internship offer indicating the dates of the practicum/internship and confirming the location of the practicum/internship. If a student is released for part of the contract period, they will be obligated for housing for the remainder of the contract period. If a release is approved, the student's University account will not be billed a \$200 cancellation fee.

_____ A signed and dated statement from the student's treating physician or therapist is required and must include:

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information, and any other financial documentation to support the reason for request. Please