



Petition for Release from Merrimack College Residency Agreement

The Merrimack College Residency Agreement is a legally binding contract and is in effect for the full period of dates as listed on your agreement. However Merrimack College Residence Life recognizes that students may experience unforeseen or extenuating circumstances that beyond their control, which may impinge on their ability to honor the full contract term.

Circumstances that may be considered for a release from the Merrimack College Residency Agreement include extreme and unforeseen medical circumstances; financial hardship (since moving into college owned housing); military deployment.

Please do not submit a petition for release if any of the following apply: withdrawal from Merrimack College; approved leave of absence from the College; study abroad or co-op; graduating; academic dismissal. Your contract will be terminated without penalty for these reasons.

Petitions for Release from the Residency Agreement will not be approved or considered in the following instances. If your circumstances falls within one of the categories listed below, please work with the Director of Residence Life or your Area Coordinator or Resident Director to determine alternate solutions.

- *Roommate Problems/Concerns
- *Signed a lease off-campus, or obtained alternate housing
- *Lack of knowledge of Merrimack College Residence Life policies and procedures
- *Dietary needs
- *Non-occupancy of assigned room
- *Misinterpretation of Merrimack College policies and procedures published in the Student Handbook; terms and conditions of the Merrimack College Residency Agreement
- *Dissatisfaction with room assignment
- *Conduct related housing suspension

Conditions for review: When submitted, your request must include detailed official documentation supporting the claim, which will be reviewed by the Residence Life staff and other appropriate staff when necessary. Your request will only be reviewed if the petition is complete and all required documentation is provided with the petition.

Documentation: to be able to provide the most informed response, you are asked to complete set of documents supporting your request. The documentation must validate that:

- 1) The situation has arisen since the submission of your Merrimack Residency Agreement.
- 2) The situation is beyond your control.
- 3) You have exhausted all resources to help resolve this situation.
- 4) The only solution to the situation is a release from the Housing Agreement.

Examples of supporting documentation can include, but are not limited to:

<u>Medical Circumstances</u>	<u>Financial Hardships</u>	<u>Other</u>
Letters to from your primary physicians, therapists or other medical professionals indicating your condition, how long you have been in treatment, and why your condition prevents you from living in college housing; Medical bills, insurance claims	Official documents from financial institutions proving income loss, unexpected expense increases, financial (tax records of most recent W2 for comparative analysis); letters from employers verifying loss of employment, Financial Aid letters or bank letters demonstrating denial of aid or loans.	Official letters from professionals to support your claim for release for Merrimack College housing.

Please Note: Submitting reviewable documentation does not mean your release from housing is guaranteed. Your petition must be reviewed and you will be contacted via email with the decision.



Petition for Release from Merrimack College Residency Agreement

Last Name	First Name
Current Room Number	Cell Phone Number
Home Street Address	City, State, Zip Code
Requested Leave Date	Date Submitted

Reason for request to terminate the Merrimack College Residency Agreement:

Medical circumstances
 Financial Hardship*
 Military Deployment
 Other

**If requesting as financial hardship, please fill out the following Budget Comparison section(for the semester):*

Expenses	Off Campus	On Campus	Resources	Amount
Tuition/Fees			Parents	
Book/Supplies			Employment	
Rent		\$4,500	Checking Account	
Utility Deposit		\$0	Savings Account	
Security Deposit		\$0	V.A. Benefits, Stocks	
Electricity/Gas/Water		\$0	Private Scholarships	
Wi-Fi Internet		\$0	Pell Grant	
Cable		\$0	Grants/Scholarships	
Food			Student Loans	
Commuting Costs		\$0	Other Resources	
Total			Total	

_____By initialing here, I certify that the above information is correct to the best of my ability and not falsified. Furnishing false information to the College with intent to deceive is a violation of the Student Code of Conduct and is subject to disciplinary action as well as rejection of the petition.

CHECKLIST:

- ___ Provide all documentation requested for your reason to request to terminate the Merrimack College Residency Agreement
- ___ On a separate, typed page please explain in detail why you are requesting to be released from your Merrimack College Residency Agreement.

In this process, you are asking Merrimack College to make an exception to a legally binding agreement. These decisions are not lightly decided upon and the student must provide documentation substantiating his/her situation. All decisions are final and are not subject to appeal unless new documentation or circumstances exist that were not available at the original time of submission. Disagreeing with the outcome of your petition is not grounds for appeal.

Please initial next to each statement:

- ___ I understand that if approved, I will be charged a \$500 contract termination fee, which is listed on the Merrimack College Residency Agreement and forfeit the \$500 room reservation deposit.
- ___ I understand that I am responsible for the housing costs based on the College's withdrawal and refund schedule.
- ___ I understand that incomplete petitions will be not be considered and will be returned to me for revisions and resubmission.
- ___ I understand that decisions are not immediately made and that it may take up to three weeks to receive a final decision.
- ___ I understand that this request is not approved until I receive notification from Residence Life in writing.
- ___ I understand that if my request is not approved, I will continue to be responsible for room/board costs for the remainder of the contract dates, regardless if I continue to occupy the room.

Signature

Date