



**Dalton State College
Department of Housing and Residence Life**

Residence Hall Contract Release Request- Definitions & Required Documentation

Family Status Change

Birth of a dependent child for whom the student is the parent and will be the primary caregiver: A copy of the child's birth certificate, or the student's prior year's tax return listing the child as a full-time dependent of the requesting student.

Marriage: A copy of the student's marriage license after it has been filed at the courthouse. If the marriage occurred before the beginning of the residence hall contract, the student will still be required to submit a copy of the marriage license to request a review from the board.

Family obligations: A change in family status due to family member health issues, need for additional care, death, notarized statement from parent/guardian, accompanied by appropriate physician's support and/or legal documents.

Military commitment

Required documentation is a copy of the student's military paperwork showing the date that the student must report for active duty.

Financial Hardship

Financial Aid Award adjustment: Written statement from DSC Financial Aid counselor verifying that the student's financial aid award indicates a significant decrease from the current academic year award amount (with the documented amount of the decrease) since the date the student signed the current Residence Hall Contract. Documentation from the student of all other current means of income, such as: bank statements, pay stubs, copies of bills, copies of college bills of other family members in college, and any other documents that would support the budgetary information being used to explain the need for the request for release. Please note that a student and their parent/guardian must apply and accept all available financial aid. Students who are on financial aid probation prior to April 1 are ineligible to be released due to this clause.

Change in family income: Written narrative form the student explaining how the family's income situation has changed since the student signed their current Residence Hall Contract. Supporting documents to verify the stated changes: copies of job status changes on company/organizations letterhead, legal documents outlining changes in business ownership, change in marital status, bankruptcy proceedings, unexpected family expenses, etc

Other

Any additional extenuating circumstances not present in any of the other categories. Please note that obtaining another lease at another housing complex does not warrant a release from this contract. Written narrative from the student describing the nature of the situation causing a request of release from the Residence Hall Contract should be provided. The narrative should include: a discussion regarding how the student's circumstances have changed since the signing of the Housing Contract, what makes the student's situation extraordinary, why moving to another residence hall will not address these concerns, any DSC resources the student has used for assistance in addressing concerns, and how living off campus will help the situation. Depending on the situation of concern, additional documentation might include: statements from employers, police reports, academic/personal records, and/or legal documents.

Request for Cancellation:

- Petitions to cancel contracts and other notices relative to this contract must be submitted to Reslife@daltonstate.edu from the student's DSC email account OR in writing to the Department of Residential Life, 623 Campus Place, Dalton State College, Dalton, Georgia 30720 OR faxed to 706-272-0250.
- Supporting documentation for appeals may be submitted to the Residential Life Department in Mashburn Hall.
- Notification submitted to other College offices will not be accepted. Residential Life will process all fully completed requests within one (1) week, so please leave adequate time for processing the cancellation. Residential Life is not responsible for cancellation requests not received due to incorrect email address, mailing address, or fax number.

Contract Holder Cancellations Prior to the Start Date of the Academic Year:

As a Resident seeking cancellation approval prior to the start of the Academic Year, please note that an approved cancellation will result in the following financial penalty as outlined by the date that your cancellation request is received. These requests are reviewed by the Residential Life Office in consultation with other appropriate departments on campus.

Fall Semester – For contracts beginning in August, which are effective through the end of the Spring semester, the following deadlines apply.

New/Transferring Residents:

- If your written request to cancel is received by June 30 it will be approved and there is no cancellation fee.
- If your written request to cancel is received on July 1 and thereafter, and is approved by meeting one of the stipulations below, you are obligated to pay 50% of the academic year contract value.
- If not approved you will be billed accordingly.

Returning (or continuing) Residents:

- If your written request to cancel is received by April 1 it will be approved and there is no cancellation fee.
- If your written request to cancel is received between April 2 and June 30, and is approved by meeting one of the stipulations below, you are obligated to pay 25% of the Academic Year Contract Value which means the total cost for housing for Fall and Spring semesters.
- If written request to cancel is received on July 1 and thereafter, and is approved by meeting one of the stipulations below, you are obligated to pay 50% of the academic year contract value.
- If not approved you will be billed accordingly.

Spring Semester – For contracts beginning in January, which are effective through the Spring semester, the following deadlines apply:

- If your written request to cancel is received by November 30, it will be approved there is no cancellation fee.
- If your written request to cancel is received on December 1 and thereafter, and is approved by meeting one of the stipulations above, you are obligated to pay 50% of the remaining academic year value.

****Students are required to check their DSC email address which is the College's official form of communication and where official notices related to this contract will be sent.***

Dalton State College Residence Life

Residence Hall Contract Release Request- Resident Information

Please allow five (5) business days from receipt of a COMPLETED contract release request for processing.

Personal Contact Information:

Name: _____ DSC ID #: _____
First Initial Last

Primary phone: _____ Alternate phone: _____

DSC email: _____ Current Assignment: _____

1. Cancellation for Semester(s) (select all that apply):

Fall and Spring Semester 20____ to 20 _____

Spring Semester Only 20 _____ (year)

Fall Semester Only 20 _____

Summer Semester Only 20 _____ (year)

2. Reason(s) for Contract Release Request (select appropriate areas):

Contract release categories are subject to administrative verification and require the student to supply additional documentation.

☐ Withdrawing from DSC (taking no classes)

☐ Graduating Semester _____

☐ Transferring to another institution Y N
If yes, which institution? _____

☐ Family status change

☐ Military accommodation
(military paperwork with active duty report date)

☐ Financial hardship

☐ Other _____

Requesting Student Signature Required

My signature below indicates that I have reviewed the Housing Appeals Board process, the definitions and required documentation and have submitted all the information necessary for review by the Housing Appeals Board. I further acknowledge that all information submitted is accurate and understand that falsification of such documentation could result in referral to the DSC Student Conduct Office, as well as reinstatement of the contract terms, rent charges, and fees.

Student Signature

Today's Date