

Student Name: _____
ID Number: _____
Phone: _____
Email: _____



Housing Assignment Services
5 Courtney Street
Newark, DE 19716
Phone: (302) 831-3676
Fax: (302) 831-4266
Email: UD-Housing@udel.edu

REQUEST FOR RELEASE FROM STUDENT HOUSING/DINING AGREEMENT BASED ON FINANCIAL HARDSHIP

The purpose of this form is to justify your request for release from your Student Housing/Dining Agreement based on financial hardship. Financial hardship is defined as an extreme change of financial circumstances that has occurred since signing the Agreement and has caused you to request release from the Agreement that may result from:

- Serious illness in family
- Loss of a wage earner
- Loss of employment/reduction of family income
- Reduction of financial aid, loans, scholarships, etc. from previous year
- Casualty loss

Students who request release from the Student Housing/Dining Agreement must have an updated Free Application for Federal Student Aid (FAFSA) on file with the Office of Financial Aid. If you do not have a FAFSA on file with the Office of Financial Aid, you may submit the form and supporting documentation to Housing Assignment Services, 5 Courtney Street. If you wish to apply for Financial Aid, please contact the Office of Scholarships and Financial Aid, Student Services Building at (302) 831-8761. Unless you are considered by the University to be an independent student, the FAFSA must reflect the financial situation of the family.

You must provide verification of extreme change in financial circumstances. The Scholarships Office will establish eligibility and Financial Aid based upon documentation provided. This information includes the FAFSA, documents accompanying the FAFSA, and documentation of the extreme change in financial circumstances. Supporting documents are tax forms, W-2 statements, letters confirming loss of employment, reduction of income, etc. This information will be used by Housing Assignment Services to make the decision regarding release from the Agreement. You will be notified of this decision in writing.

If your request for release from the Student Housing Agreement is denied, you will still be obligated for the cost of the residence hall space for the academic year. Other options may be offered to you if your Request for Release is denied. This includes a room change to a less costly area.

Please complete the section below and the Student Financial Budget Statement and print both pages. Documentation of the change in financial circumstances must be provided.

STUDENT INFORMATION:

Name _____ Date of Birth: _____

Campus Address: _____

Date request submitted: _____

() Updated FAFSA on file with Office of Financial Aid

() Submitting FAFSA with Request for Release (Note: If supporting documentation is not included, the request for release will not be considered).

Detailed justification for release:

STUDENT FINANCIAL BUDGET STATEMENT:

The following information is for the period from (MM/YY) _____ to (MM/YY) _____.

Expense Comparison:

Expense	University Residence	Off-Campus Residence
Room	\$	\$
Board	\$	\$
Other	\$	\$
Total expenses for budget period	\$	\$
Expected savings from off-campus residence	\$	\$

