Residence Halls Contract Release Request Form

Any student interested in being released from their Residence Hall contract must complete and submit the following information for review.

Student’s Information:
- Last Name: ___________________________ First Name: ___________________________
- Student ID#: ___________________________ Contact Phone #: ___________________________
- Semester: ___________________________ Room & Hall: ___________________________

Contract Release Process:
- Release from the Residence Halls Contract is not guaranteed for any reason and all releases are at the discretion of the Director of Residence Life. Please review this Release Request Form in its entirety for release guidelines, policy, and procedure. Requests will not be reviewed unless all necessary documentation is attached.
- The student must submit the following:
  - ☐ Completed Residence Halls Contract Release Request Form.
  - ☐ Letter from student explaining why they should be released from the Residence Halls Contract.
  - ☐ If the student has earned less than 30 college credits and is under the age of 20, a signature or a letter from the student’s parent(s) or legal guardian(s) supporting the student’s request to be released from the Residence Halls Contract must also be submitted in addition to the letter from the student.
  - ☐ Any additional documentation supporting the student’s request.

Release request materials may be submitted to one of the following:
- By Email: housing@mso.umt.edu
- By Fax: (406) 243-2344
- By Mail or In Person:
  - Residence Life Office
  - 101 Turner Hall
  - Missoula, MT 59812

Residency Policy:
The State of Montana Board of Regents of Higher Education has a residency policy that requires all students with less than 30 earned college credits reside in the Residence Halls unless this requirement has been waived by the specific university. At the University of Montana, exceptions to this policy are determined on a case by case basis by the Director of Residence Life. If you have earned less than 30 college credits (high school AP credits do not count), please submit the Freshman Residency Release Request Form instead of the Residence Halls Contract Release Request Form.

Reason for Request:
- ☐ Medical - Supporting documentation must be provided from Disability Services for Students.
- ☐ Live with Family Member - Please provide signed statement from the family member.
- ☐ Unforeseen Financial Hardship - Please provide documentation supporting hardship.
- ☐ Live in Greek Housing - Please include house name: ___________________________
- ☐ Other: ___________________________

By submitting this request form and supporting documentation, I agree that the information provided is true and accurate to the best of my knowledge. Submission of false information could result in disciplinary action by the University of Montana and denial of residency policy release. I understand release is not a guarantee. If denied, I understand I will continue to be charged for room and board through the period of the contract. I understand cancellation fees may apply if release request is approved.

Student’s Signature: ___________________________ Date: ___________________________

Office Use Only

Received: __________ Age: ______ Hometown: _____________ Conduct: Y / N Transfer: Y / N
Credits Enrolled: ________ Credits Earned: ________ GPA: ________ Academic Status: __________
☐ Approved ☐ Denied - Reason: ________________________________________________
Cancellation Fees: ____________________________________________________________ Notified: __________