

Casper College

Student Life

Petition for Housing Contract Release

Students wishing to be released from their housing contract or apartment lease with no penalty or financial obligations may submit this petition form. Completed petition forms should be submitted to the Office of Student Life (UU 402, or by emailing to terra.hess@caspercollege.edu). The form will be given to the Area Coordinator, who will make a decision regarding approving or denying the request.

If a petition is approved, students will be released from their contract, and remaining room and board charges for the current term will be refunded to the student's account on a prorated basis (see sub-points below for exceptions to this practice):

- Refunds for meal plans will not be granted after the meal plan refund deadline, even if a petition for contract release is granted
- Refunds for room charges for each term will not be granted within the final 2 weeks of a semester

If a petition is approved, the housing deposit will also be refunded (provided there are no charges for damages or other fines). For students submitting a petition between semesters, petition documents must be received **no later than January 6th** in order for a student's deposit to be returned. In these circumstances, students must vacate their room and remove all belongings no later than **January 12th** in order to receive the deposit back.

If a petition is not approved by the Area Coordinator, students may submit a written appeal via email to the Director of Student Life. Appeals should include the original petition form, as well as a written statement of why the student believes an appeal should be granted. Appeals will be decided upon within two business days. The appeal decision is final.

Students vacating their residence hall or apartment due to an approved petition must follow proper check-out processes in order to receive their damage deposit.

Student's Full Name: _____

Student ID: _____ **Date:** _____

Room/Apartment #: _____ **Cell Phone #:** _____

Anticipated Move-Out Date: _____

Reason for Petition (please select):

- Medical hardship
 - Documentation from a licensed medical provider (provider may not be an immediate family member of the student) must accompany this form. Documentation must be on official letterhead with the medical provider's official signature and date of visit, and must explain the following:
 - Explanation of diagnosed condition
 - Explanation of how living in campus housing increases symptoms or adversely affects proper treatment of the condition
 - Address any possible steps that can be taken to improve the condition if student remains living in campus housing (Note: Students may work with Disability Support Services to identify reasonable accommodations for continuing to reside in campus housing)
 - Explanation of how living off campus will benefit the student's treatment plan more substantially than living on campus
- Significant, unanticipated change in financial position
 - Students must attach supporting documentation outlining the reason for their change in financial position (i.e. separation letter from employer, documentation of loss of benefits, etc.).
 - In order for petitions to be granted under this provision, students must have filed the Free Application for Federal Student Aid (FAFSA) and have explored all opportunities for financing college-related expenses
 - Submitting a petition under this provision does not guarantee that the petition will be granted
- Graduation
 - Graduation from Casper College is subject to verification. Students not enrolled in Casper College but graduating from the University of Wyoming at Casper must provide documentation verifying graduation.
 - Students who graduate from Casper College but will remain a full-time student at the University of Wyoming at Casper or other official partner institution will not have their petition granted under this provision.
- Transferring institutions
 - Students must provide documentation verifying their transfer to another higher education institution. Petitions under this provision will only be granted if the student is enrolled full-time at their new institution
- Becoming married, becoming a single parent, or gaining custody of a minor child
 - Documentation must be provided verifying this change in status (i.e. marriage certificate, birth certificate, etc.).
- Being called to active duty
 - Documentation must be provided verifying the call to active duty and required report date
- Other extenuating circumstance (must specify in attached documentation)
 - Students must attach documentation explaining the extenuating circumstance, providing documented verification to support the circumstance, and must outline how this extenuating circumstance prevents them from being able to reside in campus housing