

Request for Housing Exception/Petition to Cancel Housing Agreement Information Page

Any student wishing to live off campus must read the information below before submitting the Request for Housing Exception/Petition to Cancel Housing Agreement. We encourage you to review your full original housing agreement (and apartment lease where applicable).

2011 – 2012 On-Campus Housing Expectation/Residency Requirements: All first-year, sophomore, and junior students who currently reside in on-campus housing are required to live in on-campus housing for the full academic year. This requirement applies to students who have earned less than 90 credit hours as of August 1, 2011. Students receiving scholarships covering all direct expenses will be expected to live in on-campus housing regardless of class level.

Exceptions to Residency Requirement include students who, by August 1, 2011, have 90 or more earned credit hours, are 22 years of age or older, those who are married/same-sex domestic partnership, or those who reside with immediate family. (Immediate family is defined as: parents, grandparents, guardian, or sibling not also enrolled at Stetson University.) Students participating in a university-approved, off-campus internship that requires them to live outside of the local area may also be exempt from this policy.

Period of Housing Agreement: The housing agreement shall be a legally binding agreement for the **full academic year** defined as Fall and Spring Semester during which the student is enrolled unless otherwise stated. It is effective on the first day of the Fall semester of the academic year or the first day of the Spring semester for students initiating the agreement at that time, and shall terminate at the end of the ensuing Spring Semester. The student agrees to live in the designated University facility during the entire period of this agreement, or that portion of the Agreement, which remains after the student's enrollment.

Petition to Cancel Housing:

- Students who enroll for less than eight (8) semester hours, enrolls in a University-approved off-campus program or off-campus internship, presents evidence of marriage or same-sex domestic partnership, or desires to move to home of immediate family to commute are required to complete a Petition to Cancel Housing Form.
- Students who do not (re)enroll, withdraw, graduate or are placed on academic/disciplinary suspension are not required to complete a Petition to Cancel Housing Form.
- Petition to Cancel submissions must be received at least 2 calendar weeks prior to the first day of classes for the semester for which the student desires to terminate the Agreement.
- Students who do not meet the terms to terminate the agreement and who fail to physically occupy their rooms as determined by a member of the Department of Housing and Residential Life staff in favor of an off-campus location will forfeit their assignment in the residential facility and will be assessed a charge equal to the average housing cost calculated for each semester. Should they decide to re-enter housing for the remainder of the Agreement period, they will be reassigned to available space with any applicable adjustment in rental charges made.
- The student shall vacate the assigned room within twenty-four (24) hours of release from the Agreement or from withdrawal from the University, unless an extension is authorized by the Department of Housing and Residential Life.

Supporting Documentation will be required for all housing exceptions and petitions to cancel housing requests. Please see the form for what documentation is needed for each category. Failing to provide appropriate documentation will result in your submission not being considered.

Cancellation Fee: Cancellations made after May 1st will be subject to a variable cancellation fee: Cancellations from May 1 - 30 will incur a \$500 cancellation fee; Cancellations from July 1 - 31 will incur a \$750 cancellation fee; Cancellations from July 1 to the start of the semester/academic year will incur a \$1,000 cancellation fee; Any cancellation fee after the start of the semester/academic year will incur a \$1,000 cancellation fee in addition to charges for the period of occupancy. This fee will be placed on your student account.

Please recognize you are submitting a **request** which may or may not be granted. You are strongly discouraged from signing off campus leases until you receive formal permission to live off campus. All approved request are subject to the automatic cancellation fees listed on the form; these are in place for all releases. Students who do not adhere to the residence requirement policy and choose to live off-campus will be assessed a housing charge equal to the average two-semester rate for University housing for the applicable year of enrollment (average two-semester housing rate for 2011 – 2012 is \$5,621). Due to changes in the student population and occupancy needs, changes to the housing expectation policy may occur. Please check with the Department of Housing and Residential Life for possible changes made after this publication's print date.

