

**Florida Atlantic University
Department of Housing and Residential Life
Housing Release and Appeals Form**

Please print neatly or type AFTER reading the instructions.

Name: _____ FAU Z#: _____

Phone: _____ Email: _____
(We will communicate via your FAU student email)

Academic Classification: _____ Age: _____

Residence Hall Address: _____

I am appealing for:

- Reduction of Cancellation Fee Housing Contract Cancellation

Indicate if appeal is due to one of the following:

- Medical Financial other

Appeal Narrative: (Attach additional paper/provide additional documentation as needed.)
Appeals must be submitted in one concise packet and be typewritten or in Word format.
Handwritten appeals will not be accepted.

Medical Documentation:

Submissions must appear on the provider's letterhead and include the signature of the provider. Information is needed explaining why the student cannot live on campus and should include:

- a. Date of onset of the condition
- b. Diagnosis of condition
- c. Prognosis
- d. Course of treatment
- e. Why the condition prevents the student from completing their housing agreement
- f. Discussion of why there are no other alternatives other than cancellation of the housing that will address the condition

Financial Documentation:

Students must provide any type of financial record that shows the change in financial status that causes the student to be unable to fulfill the contractual obligation. To prove that a decrease in income/revenue has taken place, it is necessary to show documentation of the state of finances prior to the change in circumstances. Documents such as pay stubs, tax forms, bank statements, leases, note from employers, etc., can generally verify the financial state of a student and/or parents prior to any change that may have occurred, It is important to be able to verify the date that the financial change occurred, the cause of the problem, and any actions taken to attempt to alleviate the financial strain. Are there any

benefits, loans, or grants that may be obtained? Documentation of the financial state after the change occurred is necessary, Layoff notices, unemployment compensation reports, insurance reports, unanticipated bills not covered by insurance, bankruptcy petitions, divorce decrees, wills and pay stubs are all documents which may be useful depending on the individual circumstances.

Student: Initial that you have read the above information and are aware of your responsibilities as it relates to the Contract Release process_____

***Family Resources:** I am officially recognized as an independent student based on the criteria used by the Student Financial Aid Office. YES ____ NO ____ If no, you must complete this section completely.

Parent(s)/Guardian(s): _____

Occupation(s): _____

Mother _____ Father _____
Income: _____ Income: _____

Mother _____ Father _____
Nature/Source of Other Income: _____ Nature/Source of Other Income: _____

***(The federal government requires that step-parent income/assets be considered family resources. Include stepparent resources under "Nature/Source of Other Income.")**

Total Family Income From All Resources: _____

Home: Own Y/N_____ Monthly Payment_____ Monthly Payment/Rent: _____

Automobile(s) Year/Make: _____

Number of Family Members Dependent on Head of Household: _____

Number of Family Members in Public/Private School: _____

Budget Comparisons: You must complete this section for your appeal to be considered. Anticipated expenses/resources for the following term(s), check all that apply:

____Fall ____Spring ____Summer I ____ Summer II ____Summer III

I verify that the information in this appeal is complete and accurate and I have read and understand the appeal instructions. Furnishing false information to the University with intent to deceive is in violation of the Student Conduct Code and is subject to disciplinary action as well as rejection of the petition.

Signature of Student

Date

Expenses	Off Campus	On Campus
Tuition/Fees	\$ _____	\$ _____
Books/Supplies	\$ _____	\$ _____
Rent	\$ _____	\$ _____
Utility Deposits	\$ _____	\$ _____
Electricity/Gas	\$ _____	\$ _____
Cable/Internet	\$ _____	\$ _____
Water	\$ _____	\$ _____
Laundry	\$ _____	\$ _____
Food	\$ _____	\$ _____
Gasoline	\$ _____	\$ _____
Parking	\$ _____	\$ _____
Automobile pymt.	\$ _____	\$ _____
Automobile Insurance	\$ _____	\$ _____
Frat/Sor. Fees	\$ _____	\$ _____
Travel	\$ _____	\$ _____
Personal	\$ _____	\$ _____
Other Expenses	\$ _____	\$ _____
(Describe below.)	\$ _____	\$ _____
TOTALS:	\$ _____	\$ _____

Scholarships Loans/Aid	Off Campus	On Campus
FAU Scholarships	\$ _____	\$ _____
Pell Grant \$	\$ _____	\$ _____
Other Grants	\$ _____	\$ _____
Private Scholarships	\$ _____	\$ _____
Guar. Student Loan	\$ _____	\$ _____
Plus Loan	\$ _____	\$ _____
Other Loans	\$ _____	\$ _____
(Describe below.)	\$ _____	\$ _____
TOTALS:	\$ _____	\$ _____

Income		
V.A. Benefits	\$ _____	\$ _____
Social Security	\$ _____	\$ _____
Employment Income	\$ _____	\$ _____
From Parent(s)	\$ _____	\$ _____
Checking Account	\$ _____	\$ _____
Savings Account	\$ _____	\$ _____
Security Deposits	\$ _____	\$ _____
Certs. Of Deposits	\$ _____	\$ _____
Stocks/Bonds	\$ _____	\$ _____
Property	\$ _____	\$ _____
Other Resources	\$ _____	\$ _____
(Describe below.)		
TOTALS:	\$ _____	\$ _____

Describe any Other Expenses/Resources: _____