



Morgan State University  
The Office of Residence Life & Housing  
1700 E. Cold Spring Lane  
Tubman Hall 114  
Baltimore, Maryland 21251  
Tel.: 443-885-3217 Fax: 443-885-8220

### Housing Contract Release Form Instructions

A Housing and Food Service Contract that is signed and submitted is legally binding and holds the student to the financial obligation of the semester applied. **Submission of this form does not automatically release a student from the contractual housing agreement.**

The process to be considered for release from the Housing and Food Service Contract obligation is as follows below. The student:

- **Must complete and submit this application with a letter of explanation and supporting documentation of the circumstances explained.**
- **Must submit the completed Housing Contract Release Form and the additional information described above to The Office of Residence Life & Housing, located in Tubman Hall.** The information can also be faxed to 443-885-8220. The request will be reviewed and every effort will be made to notify the student of the decision and any applicable penalty via University email within 5 business days of receipt of the completed form and qualifying documentation.

#### Important Cancellation Information

- All contract release requests must be submitted in writing, and addressed to The Office of Residence Life & Housing. Incomplete submissions cannot be processed and will be returned with a request for the completed information to be resubmitted.
- The \$25.00 application fee is **non-refundable**.
- When a student submits the Housing and Food Service Contract, they understand that the Contract obligates them to pay established **residence hall and board fees for the semester applied.**
- **Failure to pick up room key will not release a student** from the University Housing and Food Service contract, applicable fees, and charges.
- Room charges will be prorated in accordance with the daily rate and/or a cancellation penalty **for students who depart after the start of the semester and provide proof of official withdrawal from the University.**

#### Cancellations for Summer Session Housing

Submitted 48 hours prior to the close of the residence halls (spring semester), will receive a 100% refund of room and board charges.

**Cancellations received after this time period, will be responsible for 50% of the room charge and 50% of the board charge (if applicable).**

#### Cancellations for Winter Semester Housing

Submitted 48 hours prior to the close of the residence halls (fall semester), will received a 100% refund of room and board charges.

**Cancellations received after this time period, will be responsible for 50% of the room charge and 50% of the board charge (if applicable).**

**Morgan State University – The Office of Residence Life & Housing  
Housing Contract Release Form**

Please complete the following information:

**Name:** \_\_\_\_\_

**Student Identification Number:** \_\_\_\_\_

**Permanent Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Campus Address: Residence Hall:** \_\_\_\_\_ **Room:** \_\_\_\_\_ **(If Applicable)**

**Mobile Phone:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_

**MSU E-mail:** \_\_\_\_\_ **Alternate E-mail:** \_\_\_\_\_

**Contract Release Request Submitted For:**

Winter Semester 20\_\_\_\_  Summer Session I 20\_\_\_\_  Summer Session II 20\_\_\_\_

I understand that the Housing and Food Service Contract obligates me to pay established fees for the semester of application. I understand that under the Housing and Food Service Contract I am responsible for the full cost of on-campus housing and meal charges. I understand that I am obligated to the agreement, unless a release approval is granted. I understand that I may still be subject to cancellation penalty. I further understand that I will not be eligible for any additional refunds upon release from the agreement. As indicated by my signature, all information that I have provided is true and accurate. In addition, I have read, understand and accept the terms and conditions for this document.

**I have attached a letter of explanation and supporting documentation of these circumstances. This is a required action for processing of your request.**

\_\_\_\_\_  
**Student Name (Print Clearly)**

\_\_\_\_\_  
**Student Signature & Date**

*Note: If the student is under the age of 18, parent or guardian signature is required below:*

\_\_\_\_\_  
**Parent/Guardian Name (Print Clearly)**

\_\_\_\_\_  
**Parent/Guardian Signature & Date**

**For Office Use Only**

**RMS Application Number:** \_\_\_\_\_

**Applicable Room Charges** \_\_\_\_\_

**Applicable Board Charges** \_\_\_\_\_

**Notes:** \_\_\_\_\_

Authorizing Signature \_\_\_\_\_ Date \_\_\_\_\_  
Dr. Douglas Gwynn, Director, The Office of Residence Life & Housing

Authorizing Signature \_\_\_\_\_ Date \_\_\_\_\_  
Dr. Kevin Banks, Vice President, The Office of Student Affairs

**Cancellation or Proration Completed in RMS by:**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Maiyaesha Spratley, Manager for Assignments, The Office of Residence Life & Housing