



# Housing Contract Release Application

## Elizabethtown College

All undergraduate students are required to live in Elizabethtown College Community Living residence halls, apartments, quads or houses unless they are granted approval to reside off campus or commute from their permanent address. For more information on this policy, see the [Elizabethtown College Student Handbook](#).

In addition to a personal desire to live in an off-campus setting, the College understands that some students have extenuating circumstances that need to be reviewed as they affect a student's ability to reside on campus. A housing contract release committee will review each student's documentation and make final decisions. Consideration will only be given to:

1. Students in good standing with the College with new extenuating circumstances.
2. Students in good standing with the College *and* have completed six semesters of on-campus housing. Time spent abroad on an approved study abroad program will count toward the residency requirements.

### **Eligibility**

Students who have completed six semesters of on-campus living and who are in good standing with Elizabethtown College are eligible to be released from the College Residency Agreement. Approved study abroad programs will count toward a student's time living on campus. A student in good standing with the College is not currently on academic or disciplinary probation.

Students applying to be released from the Residency Agreement who have been found in violation of the College's Standards of Conduct will be reviewed by the Contract Review Committee, though some types of violations may impact a student's eligibility. Generally, students are not eligible to live off campus if they have been involved in violations of the drug policy, repeated incidents that demonstrate lack of responsibility around the use of alcohol, incidences of violence or harassment; or other serious or repeated violations of the Standards of Conduct.

### **General Information**

In order to submit an application to be released from the Residency Agreement, please follow the instructions below. It is common that students with extenuating circumstances fall into more than one of the categories listed below. Please complete the instructions for ALL reasons that apply so that the panel is able to fully consider your petition. Completed application packets should be submitted to the Office of Community Living. **The deadline for all applications is February 8, 2021.** If the student has no extenuating circumstances it is only necessary to check a box in the Step 1 section and, while it is not required, you should provide a personal statement.

(This page intentionally left blank. Print back-to-back and turn in pages below.)

Name:	ID #:
Email:	Entrance year:

**Step 1: Apartment Off-Campus**

Applying to live in an apartment off-campus

**Step Two: Reason(s) for Petition – PLEASE CHECK ALL THAT APPLY**

**Requesting release due to financial reasons (ALL STEPS ARE REQUIRED):**

- Schedule an appointment to meet with your Financial Aid Counselor to discuss your change in financial status
- Submit all required documentation regarding changes in financial status to the Financial Aid Office
- Submit a personal statement or a petition indicating specific reasons for which on campus housing is no longer an option with this application to the Office of Community Living. It is appropriate to also include a letter from a parent or guardian along with the personal statement.

*\*Please note that the Business Office and Financial Aid Office will provide feedback to the Housing Contract Release Committee about each applicant citing financial difficulty, though no specific information about personal finances will be shared.*

**Requesting release due to personal or other reasons:**

- Submit a personal statement indicating specific reasons for which on campus housing is no longer an option along with this application to the Office of Community Living. It is appropriate to also include a letter from a parent or guardian along with the personal statement.

**Requesting release due to health reasons:**

- Ensure that all updated documentation has been submitted to the Office for Disability Services, including the [Housing Accommodations Request Form](#) found on the Office of Disability Services webpage.

*\*Please note that the Office of Disability Services will provide feedback to the Housing Contract Release Committee about each applicant citing health concerns, though no specific health information will be shared. Students may appeal the decision of the Housing Contract Release Committee related to health reasons through the ADA grievance process listed on the Office for Disability Services webpage.*

### Step 3: Student Conduct History

- If you have been found responsible for a violation of the Standards of Conduct, please submit with this application your written reflections on the following:
- Describe the circumstances surrounding your violation(s).
  - What did you learn from the experiences?
  - What evidence can you provide to demonstrate that your conduct is now aligned with the College's expectations?

Students found responsible for violating the Student Code of Conduct may be disqualified from consideration for a contract release. If you have questions about your student conduct record, please contact Jennifer Crowder, Director of Community Living.

### Acknowledgements:

By accepting permission to live off campus, students acknowledge and/or agree to the following:

- Contract Releases are not guaranteed.
- Contract Releases are not granted mid-year.
- Students living off campus are accountable to the Student Code of Conduct.
- Students agree to attend an off-campus living seminar and complete seminar expectations in a timely manner on a yearly basis. Failure to do so will result in the revocation of off-campus student status.
- Students who accept their contract release forego their housing lottery number.
- Students living off-campus must submit a change of address to Community Living with their off-campus address.

### Timeline:

- **November 20, 2020** – Off Campus and Commuter information and applications are available in the Community Living office and on the Community Living webpage.
- **February 8, 2021** – Completed Off-Campus and Commuter applications are due in the Community Living office by 4:30pm in hard copy form.
- **February 12, 2021** – Notice of off-campus and commuter release approval sent to applicants via email.
- **Off campus living seminar dates TBA**
- **February 15, 2021** – Deadline for accepting off-campus or commuter status (4:30pm)

*\*I understand that the above instructions must be fully completed in order for my application to be considered. The information submitted is truthful and accurate to the best of my knowledge.*

Signature:	Date:
Printed Name:	