

Housing & Dining Contract Release Procedure

Intent:

In support of greater student success, and in accordance with UW System policy, Freshmen (First Year) and Sophomore (Second Year) students are expected to have an on-campus housing and dining contract. This procedure, however, identifies those students who are considered eligible for release from this requirement, and identifies the UW – Whitewater authority responsible for making such a determination.

Scope:

The audience for this Practice Directive and Procedure includes, but is not limited to, Student Housing and Dining staff as well as students considering release from their housing and dining contract.

Definitions:

Release. A request to be “released” from a signed and submitted Housing & Dining contract. This includes “automatic approvals” and “other requests”.

Automatic Approvals. Release requests during the academic year that are considered “automatic approvals” include: transferring schools at the semester, withdrawal from the university, graduation from the university, study abroad, internship(s) outside of the Whitewater area, or student teaching for the Spring Term.

Other Requests. Release requests during the academic year that include a change in circumstances previously unknown by the resident/applicant at the time when they signed their housing and dining contract. These “other requests” are reviewed on a case-by-case basis. Examples of “other requests” include financial or medical hardship, illness in the family, etc.

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Procedure:

Residents/applicants may apply to University Housing for a release from their housing and dining contract (Log in to your [Student Housing Portal](#) to submit your request). Release requests that fall under the “other requests” category require review by a team comprised of the following members:

- Two (2) representatives from University Housing
- One (1) representative from University Center Dining
- One (1) representative from Whitewater Student Government

- One (1) representative from the Residence Hall Association
- One (1) representative from Administrative Affairs
- One (1) representative from Career and Leadership Development

The review team is coordinated through University Housing, by the Assistant Director of Residential Operations, who serves as a non-voting member. The review team meets weekly during peak times of the year (November/December and March/April), as well as on an as needed basis during other times of the year. At minimum, four (4) voting members of the review team must be present to make decisions on release requests.

If a resident/applicant's request for contract release is denied, and the resident/applicant seeks an appeal, the appealed request is elevated to the Director of University Housing for review.

Certain "other requests" may be escalated to the Chancellor for review.

Release of Contract Prior to Entry:

University Housing may cancel a resident's housing and dining contract without advance notice if the resident:

- fails to satisfy, in a timely manner, all financial obligations accrued under the contract, including all required advance payments;
- has a record of past failure to meet financial obligations in a timely manner;
- fails to complete the contract properly;
- demonstrates behavior that the resident is unwilling or unable to fulfill the conditions of the contract; or
- demonstrates behavior that the resident's presence in the University Residence Halls may provide an unreasonable risk to self or other (See [UW System Administrative Policy 136: Required Disclosures for Participation in Certain UW System Services and Programs](#) for more information).

Release of Contract After Entry:

Failure to Maintain Essential Resident Requirements

University Housing may terminate a resident's housing and dining contract if a resident loses eligibility to hold this contract. An eligible resident:

- must be an enrolled student at the University of Wisconsin – Whitewater
- must maintain a course enrollment minimum of ten (10) undergraduate credits, or eight (8) graduate credits, at all times during a semester
- must affirm whether they have received vaccination against Meningococcal Disease and Hepatitis B, and be able to provide the dates of vaccination if any (See [Wisconsin State Statute 36.25\(46\)](#) for more information)

A contract release granted for any reason not listed in the Deposit Refund and Forfeiture Schedule will result in a forfeiture of \$300 as liquidated damages unless the value remaining of the contract is less than \$300. These reasons include:

- failure to register for a housing and dining contract
- denial of admission after beginning housing and dining contract term
- withdrawal from the university
- serious extenuating circumstances when, according to University Housing's judgement, living elsewhere is warranted
- disciplinary dismissal from the university or University Residence Halls

Violation of Rules and Regulations

University Housing may terminate a resident's housing and dining contract if a resident has violated rules and regulations listed, or referred to, in the housing and dining contract, and/or the following University of Wisconsin System Policies: [University of Wisconsin Administrative Code Ch. 6: Complaints and Grievances](#), [University of Wisconsin System Ch. 17: Student Nonacademic Disciplinary Procedures](#), and/or [University of Wisconsin System Ch. 18: Conduct on University Lands](#).

Disciplinary dismissal results in forfeiture of \$300 in liquidated damages.

University Housing reserves the right to deny or cancel a resident's housing and dining contract for the current and/or future year if the resident's contract is terminated due to:

- **Disciplinary Reasons:** The resident has a proven criminal record which indicates a potential threat or danger to the university community, including students, staff and/or faculty
- **Health or Safety Reasons:** The Vice Chancellor of Student Affairs and/or designee may relocate any resident without cause or prior notice due to health or safety reason, to protect university property, restore operations, or meet the needs of the university community
- **Noncompliance:** Failure to comply with any portion of the housing and dining contract (i.e. unpaid charges from a previous university housing and dining contract)

Exigency

University Housing may terminate or temporarily suspend any part of a resident's housing and dining contract without notice in the event of an exigency that would make continued operation for student housing not feasible, or when University Housing believes a resident of a temporary assignment cannot be placed in a permanent assignment within a reasonable period of time.

Buyout Provision

A resident's housing and dining contract may be terminated upon payment of up to 85% of the financial obligation for housing and dining fees remaining under the contract. If attending the university, a release to live off-campus is not guaranteed.

Loss of Student Employment

Residents may lose employment with University Housing if the resident's housing and dining contract is terminated.

Residents must vacate the University Residence Halls by the date provided on the Notification of Termination by University Housing. If termination is due to a violation, or reasonable belief that a threat exists, the resident may be required to vacate immediately.

Deposit Refund and Forfeiture Schedule:

In the event of an approved contract cancellation, the housing deposit is subject to the schedule listed below:

Contract Term	Deposit	Full Refund	\$25 Refund
Academic Year	\$125.00	up to May 1 (Prior Spring)	Up to Aug. 1
Spring Semester Only	\$125.00	up to Dec. 15	Up to Jan. 1
Summer	\$125.00	June 1	None
Break Periods	None	None	None

Deposit Refund

The deposit is refundable during the contract term if approval for cancellation is given by University Housing for the following documented reasons:

- denial of admission
- fall academic term graduation
- academic dismissal
- participation in University-sponsored internship
- student teaching, research or exchange program
- serious illness or injury to the resident
- death in the immediate family

Prior to Beginning of or During Contract Term

A contract release granted for any of the following reasons will not require a deposit forfeiture:

1. written notification to University Housing of non-attendance at the university by May 1st.
2. denial of admissions to the university with written notification of cancellation of housing and dining contract to University Housing prior to beginning of contract term
3. being officially dropped from the university for academic reasons
4. inaccessibility to courses offered by the university and required for a major or minor course of study
5. substantial and unanticipated financial hardship
6. serious illness or injury to you or a member of your family or a death in your family that prevents attendance at the University of Wisconsin – Whitewater
7. enrollment in or transfer to another University of Wisconsin campus (excludes transfers for purposes of abroad experience) and contracting to live in the university residence halls on that campus for the term of this contract (contract termination requests for such enrollment or transfer must be received 15 days prior to the first day of classes for the semester to which they apply)
8. terminations (See [Section 12 B of Housing Contract](#) for more information).

If you are granted a contract release under this section, you will be refunded any unused housing fee payment on a prorated basis according to the University Housing refund policies, provided appropriate check-out procedures have been followed (See [Section 21 of Housing Contract](#) for more information). Refunds of housing fee payment will not be made for departures during the last fifteen (15) nights of the first or second semester.

A portion or all of your contract payments may be applied to cover unpaid charges from a previous contract or the cost of repairs, replacement, or labor caused by you.

Resources:

[Housing & Dining Contract Exemption & Contract Release Practice Directive](#)

Administration:

Approval Details

Approval Authority:	Regent Policy Document(s): Regent Policy Document 24-2 (formerly 72-6): Freshman/Sophomore Residence Halls Requirement: Former Wisconsin State University Units Only , Regent Policy Document 23-2: Health, Safety, and Security at UW System Institutions UW System Policy: UW System Administrative Policy 136: Required Disclosures for Participation in Certain UW System Services and Programs
Approval date:	July 1, 2018
Version no:	V1.0
Date for next review:	July 1, 2021

Revision History

Version	Revision date	Description of changes	Author
1.0	07/01/2018	Procedure established	Quality Assurance Improvement Manager

Contact Person/Unit

Contact Person/Unit:	Vice Chancellor for Student Affairs
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Keywords

Keywords:	Housing Exemption, Housing Contract Release, Housing, On-Campus Housing, Freshman, First Year, Sophomore, Second Year, Residence Halls Requirement, Residence Hall, Housing Requirement.
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