

Housing License Agreement and Meal Plan Release Petition

Housing & Dining Programs

Name _____ Student I.D.# _____ AU Email _____@student.american.edu
Hall _____ Room # _____ Meal Plan _____ Class Standing _____
Release Term : Fall _____ Spring _____ Other Term: _____
(year) (year)

Cancel: Housing Only (Complete I & III) Meal Plan Only (Complete II & III) Housing & Meal Plan (Complete ALL)

I. Housing License Agreement Termination

_____ (Initial) I have read and understand the terms and conditions of the Housing License Agreement, specifically section 10 regarding cancellation charges (these charges range from \$500 to 100% of total semester housing rate, depending on the date of this application). I understand that appeals of this charge will only be considered in cases where the student can provide acceptable documentation clearly establishing a substantial and unforeseeable change, as determined by the university, in student's personal/financial circumstances since the date of the student's housing application (i.e. loss of family income, serious health/medical problems in the family, death of a family member, etc.)

Reason for termination from Housing (select one)

(Proper documentation must be submitted along with this form. Please see reverse for a list of examples of documentation.)

- Graduation
- Study Abroad
- Military Deployment
- Marriage
- Part Time Status (if you are registered for less than 12 credits)
- Separation from University (Check one: Transfer or Permanent withdrawal)
- Temporary Leave, expected return semester: _____
- Moving Off-Campus; please indicate why you have decided to move off-campus: _____

II. Meal Plan Agreement Termination

_____ (Initial) I have read and understand the Meal Plan Terms and Conditions. I understand that a meal plan can only be cancelled for the reasons listed below. All first and second semester on campus residents are required to be enrolled in the 150, 175, 200, or Super plan and cannot cancel. All third and fourth-semester on campus residents are required to be enrolled in a meal plan and cannot cancel. If a student wishes to petition for an exemption to the meal plan on medical or religious grounds they must first attempt to work with the University to explore all options within the Dining Program. If it is determined that the University (and food service provider) cannot meet the student's dietary needs he/she must submit a written petition to mealplans@american.edu with documentation clearly establishing why the student believes the program cannot meet his/her dietary needs.

Reason for termination of Meal Plan (select one)

(Proper documentation must be submitted along with this form. Please reverse for a list of examples of documentation.)

- Graduation
- Study Abroad
- Military Deployment
- Marriage
- Other: _____
- First 15 days of semester (cannot choose if in first four semesters of housing)
- Separation from University (Check one: Transfer or Permanent withdrawal)
- Temporary Leave, expected return semester: _____
- Nebraska Hall/The Berkshire/WISH housing/Off-Campus Resident

III. Signature

I understand that submitting this document does not constitute an appeal (for housing) or petition (for meal plans). Appeals/petitions of housing and/or dining charges must be submitted in writing within 30 days with support documentation to: Assistant Director of Housing Operations, Housing and Dining Programs, Anderson Hall, 4400 Massachusetts Avenue, NW, Washington DC, 20016. Appeals will be reviewed on an individual basis.

Signature: _____ Date: _____

Office use only: Date Notification submitted: _____ Email submission Front Desk submission
Date Processed: _____ Processed by: _____

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Entering into a Housing License and Meal Plan Agreement with Housing & Dining Programs at American University is no different from entering in an apartment lease with an off-campus apartment complex; you are held financially accountable for either of these obligations. Students requesting a Housing License and Meal Plan Agreement Termination need to follow the procedures outlined below in order to have their request processed

All students **MUST COMPLETE** the Housing License Agreement and Meal Plan Release Petition and return all Termination Request materials to the Housing & Dining Programs office at the time you would like to terminate your Housing License and Meal Plan

Additionally:

If you wish to terminate your Housing License and/or Meal Plan Agreement due to **Separating from AU** you must provide official documentation from the Registrar's Office that you have separated from AU (24-48 hour turnaround time expected).

If you wish to terminate your Housing License and/or Meal Plan Agreement due to **Temporary Leave** you must provide official documentation from the Registrar's Office that you have taken a temporary leave from AU (complete the "withdraw from all classes form" on the Registrar's website).

If you wish to terminate your Housing License and/or Meal Plan Agreement for **Financial Reasons (but remaining at AU)** you must provide evidence that living in a Residence Hall constitutes substantial financial hardship.

If you wish to terminate your Housing License for **Medical Reasons (but remaining at AU)** you must provide documentation from a Medical Practitioner explaining the circumstances to the Dean of Students Office.

If you wish to terminate your Meal Plan Agreement for **Medical Reasons (but remaining at AU)** you must provide documentation from a Medical Practitioner explaining the circumstances to Housing and Dining Programs.

If you wish to terminate your Housing License and/or Meal Plan Agreement because you are **graduating, studying abroad, recently married, or are going onto active duty for the military** you must provide documentation that will validate your circumstances, including official documentation from an Academic Advisor, Office of the Registrar or Study Abroad Office; official documentation of military deployment; official documentation of marriage. Please include any other documentation explaining your special circumstances.

If you wish to terminate your Housing License and/or Meal Plan Agreement for **a reason other than what it is listed above**, you must include any other documentation explaining the circumstances.

For questions regarding this process, please contact the Housing & Dining Programs Office at 202-885-3370 or email us at housing@american.edu.