BENJAMIN FRANKLIN
INSTITUTE OF TECHNOLOGY

Petition for Release from BFIT Housing Agreement

The Benjamin Franklin Institute of Technology & Midtown Hotel Housing Agreement is a legally binding contract and is in effect for the full period of dates as listed on your agreement. However, BFIT Residence Life recognizes that students may experience unforeseen or extenuating circumstances that are beyond their control, which may impact their ability to honor the full contract term.

Circumstances that may be considered for a release from the BFIT Housing Agreement include 1) extreme and unforeseen medical circumstance; 2) financial hardship (since moving into BFIT housing); 3) military deployment.

Do not submit a petition for release if any of the following apply: 1) withdrawal from BFIT; 2) leave of absence; 3) graduating; 4) academic dismissal. Your contract will be terminated without penalty for these reasons.

Petitions for Release from the Housing Agreement will not be approved or considered in the following instances. If your circumstance falls within one of the categories listed below, please work with the Director of Residence Life or the Graduate Residence Coordinators to determine alternate solutions.

- *Roommate Problems*
- *Signed a lease off-campus, or obtained alternate housing*
- *Lack of knowledge of BFIT Residence Life policies and procedures*
- *Dietary Needs*
- *Conduct related Housing Suspension*
- *Non-occupancy of assigned room*
- *Misinterpretation of BFIT policies and procedures published in the BFIT Residence Life and Housing Handbook; terms and conditions of the BFIT Housing Agreement; and the BFIT Student Handbook*
- *Dissatisfaction with room assignment/ Midtown Hotel facilities*

CONDITIONS FOR REVIEW: When submitted, your request must include **detailed** official documentation supporting the claim, which will be reviewed by the Residence Life office. Your request will be reviewed only if the petition is complete and all required documentation is provided with the petition.

DOCUMENTATION: To be able to provide the most informed response, you are asked to provide a complete set of documents supporting your request. The documentation must validate that:
1) The situation has arisen since the submission of your BFIT Housing Agreement.
2) The situation is beyond your control.
3) You have exhausted all resources to help resolve this situation.
4) The only solution to the situation is a release from the Housing Agreement.

Examples of supporting documentation can include, but are not limited to:

Medical Circumstances	Financial Hardships	Other
Letters from your primary physicians, therapists or other medical professionals indicating your condition, how long you have been in treatment, and why your condition prevents you from living in college housing; Medical bills, insurance claims.	Official documents from financial institutions proving income loss, unexpected expense increases, financial (tax records of most recent W2 for comparative analysis); Letters from employers verifying loss of employment, Financial Aid letters or bank letters demonstrating denial of aid or loans.	Official letters from professionals to support your claim for release from BFIT Housing.

Please Note: Submitting reviewable documentation does not mean your release from housing is guaranteed. Your petition must be reviewed and you will be contacted with the decision.

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Petition for Release from BFIT Housing Agreement

Last Name	First Name
Current Room Number	Cell Phone Number
Home Street Address	City, State, Zip Code
Requested Leave Date	Date Submitted

Office Use Only:

Date Received _____

Request approved _____

Request denied

Reason for request to terminate the BFIT Housing Agreement:

☐ Medical Circumstance ☐ Financial Hardship* ☐ Military Deployment ☐ Other

**If requesting as financial hardship, please fill out the following Budget Comparison section (for semester):*

Expenses	Off Campus	On Campus	Resources	Amount
Tuition/Fees			Parents	
Books/Supplies			Employment	
Rent		**$5100.00**	Checking Account	
Utility Deposit		**$0**	Savings Account	
Security Deposit		**$0**	V.A. Benefits, Stocks/Bonds	
Electricity/Gas/Water		**$0**	Private Scholarship	
Wi-Fi internet		**$0**	Pell Grant	
Cable		**$0**	Other Grants/Scholarships	
Food			Student Loans	
Commuting Costs		**$0**	Other resources	
TOTAL			**TOTAL**	

_____ By initialing here, I certify that the above information is correct to the best of my ability and not falsified. Furnishing false information to the College with intent to deceive is a violation of the Student Code of Conduct and is subject to disciplinary action as well as rejection of the petition.

CHECKLIST:

- ☐ **Provide all documentation requested for your reason to request to terminate the BFIT Housing Agreement**
- ☐ **On a separate, typed page please explain in detail why you are requesting to be released from your BFIT Housing Agreement**

In this process, you are asking BFIT to make an exception to a legally binding agreement. These decisions are not lightly decided upon and the student must provide documentation substantiating his/her situation. All decisions are final and are not subject to appeal unless new documentation or circumstances exist that were not available at the original time of submission. Disagreeing with the outcome of your petition is not grounds for appeal.

Please initial next to each statement:

_____I understand that if approved, I will be charged a $500 contract termination fee, which is listed on the BFIT Housing Agreement, section #7 and forfeit the $150 housing deposit.

_____I understand that I am responsible for the housing costs based on the withdrawal and refund schedule

_____I understand that incomplete petitions will not be considered and will be returned to me for revisions and resubmission.

_____I understand that decisions are not immediately made and that it may take up to 3 weeks to receive a final decision.

_____I understand that this request is not approved until I receive notification from Residence Life and Housing in writing

_____I understand that if my request is not approved, I will continue to be responsible for BFIT Housing costs for the remainder of the contract dates, regardless if I continue to occupy the room.

_____ _____

Signature Date