

EXCEPTION TO HOUSING AGREEMENT

Exception to Policy Process: There are circumstances that may prevent you from meeting the obligation of your Sackett Hall Housing Agreement. You may appeal the agreement cancellation charges by completing this Exception to Policy Process form.

TODAY'S DATE _____

1

RESIDENT INFORMATION

MY HOUSING EXCEPTION APPLIES TO: FAMILY, STAFF, OR GRADUATE HOUSING SINGLE STUDENT HOUSING

NAME _____

LAST NAME

FIRST NAME

MIDDLE NAME

STUDENT ID # _____ EMAIL _____ PHONE # _____

CAMPUS ADDRESS _____
ROOM / APARTMENT NUMBER _____

2

POLICY RESIDENT IS REQUESTING EXCEPTION FOR, PLEASE CHECK ONE (1)

- | | | |
|---|--|---|
| <input type="checkbox"/> Forfeited Deposit | <input type="checkbox"/> Early Check-In | <input type="checkbox"/> Other (additional space on back) |
| <input type="checkbox"/> Percentage of Housing Fees | <input type="checkbox"/> Late Check-In | _____ |
| <input type="checkbox"/> Late Fee (for rent) | <input type="checkbox"/> Delayed Deposit | _____ |
| <input type="checkbox"/> Moving within Family Housing | <input type="checkbox"/> In-Class Credit Requirement | _____ |

3

REASON FOR EXCEPTION, PLEASE CHECK ONE (1)

- | | |
|--|---|
| <input type="checkbox"/> Winter Graduation (<i>documentation of graduation</i>) | <input type="checkbox"/> Other (additional space on back) |
| <input type="checkbox"/> Call to Active Military Service (<i>documentation of active duty</i>) | _____ |
| <input type="checkbox"/> Approved Medical Withdrawal (<i>documentation of medical withdrawal</i>) | _____ |
| <input type="checkbox"/> Academic Internship (<i>documentation of showing offer and dates</i>) | _____ |
| <input type="checkbox"/> Moving to Fire Service Housing (<i>documentation of firehouse living</i>) | _____ |
| <input type="checkbox"/> Spring Study Abroad (<i>Email from UAF -StudyAway@alaska.edu - Subject line "Study Away Approval" or "Query Watch Report: Approved Applications"</i>) | |

4

PLEASE READ THE INFORMATION BELOW

By signing below I affirm that the information contained in or included with this request is true and accurate. I authorize anyone contacted by UAF in connection with this request to discuss my request and to release relevant documentation in their possession to UAF. Should my appeal be granted based on the information I provided and it is later found that I have intentionally misrepresented myself, I understand my original debt will be reinstated.

RESIDENT SIGNATURE _____ DATE _____



THIS FORM HAS TWO (2) SIDES AND YOU MUST COMPLETE BOTH SIDES OF THIS FORM!

EXCEPTION TO HOUSING AGREEMENT (PAGE 2)

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PLEASE READ & INITIAL EACH STATEMENT. IF THIS FORM IS INCOMPLETE, THE REQUEST WILL NOT BE CONSIDERED.

I understand that a Request of Exception or refund will only be considered if I can demonstrate that unanticipated and unavoidable events beyond my control are responsible for my inability to comply with the published schedule and policies.

I understand that Sackett Hall has provided me with a copy of my housing agreement. It is my responsibility to follow the cancellation guidelines. It is not the responsibility of Sackett Hall Staff to remind residents of their contractual obligations.

I understand that students are required to provide supporting documentation with this request to substantiate reasons for being unable to meet published deadlines or adhere to current policies (physician's note, letters of support from instructors, etc.) Requests without documentation may not be considered.

I understand that only requests submitted by the student or a person with documented legal authority or proof of FERPA Release Form to act on behalf of the student will be considered.

I understand that the deadline to submit a request for Exception is no later than 30 days after the beginning of the next semester. Requests for a fall semester must be received no later than 30 days after the start of the spring semester and requests for a spring semester are due no later than 30 days after the start of the fall semester. Requests received after the deadline may not be considered by the committee.

I understand that work related issues, personal hardships, changing my mind about college, poor academic performance, disciplinary withdrawal, not receiving expected financial assistance, communication with student staff or failure to read UAF's published documents are considered to be the result of personal choices and actions and generally do not present justifiable reasons to support a Request for Exception.

I understand this form must be submitted in person or emailed to pabasile@alaska.edu or mailed to Paul Basile, Sackett Hall, PO Box 845, Bethel, AK 99559 or the form will not be processed. *No further recourse may be pursued through any other university appeal.*



PLEASE PROVIDE DETAILED EXPLANATION OF YOUR REQUEST FOR AN EXCEPTION TO HOUSING POLICY

OFFICE USE ONLY

APPROVAL: _____

FORFEIT DEPOSIT: YES NO PENALTY (%) 0 10 25 50 75 100

CIRCLE ONE: EMAIL // PHONE // WALK-IN

ACCEPTED BY: _____ DATE ACCEPTED: _____

CHECK ALL THAT APPLY:

- EMPLOYEE
- STAFF
- FAMILY
- GRADUATE

- MEDICAL
- GRADUATION
- FINANCIAL
- EXTENUATING CIRCUMSTANCES

OTHER _____

