Requests to terminate Housing License Agreements based on financial reasons are generally not approved unless the resident is in a state of compelling need.

This is a situation where all possible resources (e.g., parents, legal guardians, student earnings, Federal, State, and University financial assistance including loans, etc.) have been utilized and the resident is still unable to meet contract costs and remain housed at Arizona State University Housing. **It is the responsibility of the student to obtain any and all required verifications or necessary documentation. The student is responsible for meeting with a Financial Aid Counselor to complete the latter portion of this page.** A License Agreement release will not be approved based solely on the availability of less expensive off-campus housing in the absence of compelling financial need.

In order to verify that you have exhausted your financial assistance options, please complete and submit this form along with your supporting documentation with your request for a License Agreement release.

<table>
<thead>
<tr>
<th>TO BE COMPLETED BY RESIDENT APPLYING FOR RELEASE</th>
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<tbody>
<tr>
<td><strong>Name</strong> (Last, First, Middle)</td>
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<td><strong>Phone Number</strong></td>
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<th><strong>Student Home Mailing Address</strong></th>
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<tbody>
<tr>
<td><strong>Address</strong></td>
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<tr>
<td><strong>City</strong></td>
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</table>

Check here if parent’s/legal guardian’s home  CHECK HERE IF OTHER OFF-CAMPUS HOUSING

**Arizona State University Financial Aid Offices**

- **DPC:** University Center Building, Suite 130  
  **Tempe:** Student Services Building, 2nd Floor
- **Poly:** Administration Building  
  **West:** University Center Building, Room 120
  
**Hours:** Monday 9am – 5pm, Tuesday – Friday 8am – 5pm

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<thead>
<tr>
<th>TO BE COMPLETED BY FINANCIAL AID COUNSELOR</th>
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- **Student has not filed a FAFSA to determine if financial aid is available.**
  *Note: If this box is checked, request for License Agreement Release will remain ‘Under Review’ until FAFSA is complete.

- **Student qualifies for additional financial aid**

- **Student does not qualify for additional Financial Aid to cover room and board costs**

**Additional Notes:**

---

**Print Name**  
**Signature**  
**Date**
**TO BE COMPLETED BY RESIDENT APPLYING FOR RELEASE**

I am applying for release from the University Housing License Agreement for the following financial reason(s): (Please check/initial all that apply to your circumstance)

**Parent/Legal Guardian job lost since signing the License Agreement**

Required Documentation:
- Letter from student detailing circumstances
- Letter from parent/legal guardian detailing why they cannot/will not support student

Suggested Additional Documentation:
- Copy of termination letter from employer

**Parent/Legal Guardian reduction in salary since signing the License Agreement**

Required Documentation:
- Letter from student detailing circumstances
- Letter from parent/legal guardian detailing why they cannot/will not support student

Suggested Additional Documentation:
- Copy of reduction letter from employer or copies of paychecks from before and after reduction
- If parent/legal guardian was self-employed, then need copies of income taxes, bank statements (black out acct numbers) and/or whatever other documentation may show reduction of income since signing License Agreement

**Student or family member had unexpected medical expenses since signing the License Agreement**

Required Documentation:
- Letter from student detailing circumstances
- Letter from parent/legal guardian detailing why they cannot/will not support student

**Parent divorce resulting in financial hardship for primary caregiver since signing the License Agreement**

Required Documentation:
- Letter from student detailing circumstances
- Letter from parent/legal guardian detailing why they cannot/will not support student

**Other financial reason/Extenuating circumstances since signing the License Agreement**

Required Documentation:
- Letter from student detailing circumstances
- Letter from parent/legal guardian detailing why they cannot/will not support student

Suggested Additional Documentation:
- Breakdown of household budget showing limited financial resources
- Bank statements (multiple) with account numbers blacked out
- Home foreclosure paperwork
- Bankruptcy paperwork
- Copies of income taxes
- Whatever other documentation may show financial hardship incurred since signing License Agreement

A License Agreement release will not be approved based solely on the availability of less expensive off-campus housing in the absence of compelling financial need.

All required and necessary documentation must be received before an LAR will be reviewed.

**Applicant Signature**