



LICENSE AGREEMENT RELEASE REQUEST
2024-2025 Financial Hardship Questionnaire

ASU University
Housing P.O. Box
870212 Tempe, AZ

Name (Last, First, Middle)	ASU Affiliate ID #	Request Date (month/day/year)
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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

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

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

Suggested Additional Documentation:

- Copies of medical bills

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

Suggested Additional Documentation:

- Divorce

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 meeting with hall staff will be required before full consideration of your request.
- Completed LARs will be reviewed within 15 business days of submission. If your request is approved, your room may be prorated for the number of days you have stayed and you will be charged the \$500 LAR/cancellation fee.

Applicant Signature