

GUIDELINES FOR SUBMITTING A REQUEST TO BE RELEASED FROM THE ON-CAMPUS HOUSING AND DINING AGREEMENT FOR FINANCIAL HARDSHIP FOR FALL 2010

The [On-Campus Housing and Dining Agreement](#) establishes the terms and conditions of occupancy in the University residences between the room occupant and Bowling Green State University. All residents are expected to review and understand the obligations outlined in this agreement. Once a student completes the housing sign up process, they have accepted the terms and conditions of the On-Campus Housing and Dining Agreement for the entire academic year of 2010-11 (August-May). In rare circumstances, the Office of Residence Life grants requests to release students from the On-Campus Housing and Dining Agreement.

Unfortunately, there are occasions when students and/or their parent(s) or legal guardian(s) are confronted with a financial hardship making it difficult to fulfill the On-Campus Housing and Dining Agreement. The Office of Residence Life and the Office of Student Financial Aid must have complete evidence of extenuating circumstances in order to consider requests to be released from the On-Campus Housing and Dining Agreement. Releases will be considered when students can document what specifically has changed in their financial situation, beyond their control, making it impossible for them to fulfill their On-Campus Housing and Dining Agreement. It is the *student's responsibility* to show cause for being released from the On-Campus Housing and Dining Agreement.

Students receiving a financial hardship release from housing will also be released from their dining service requirement unless otherwise specified by the student.

Please Note: Once a student or parent/legal guardian completes the housing selection process, accepts the On-Campus Housing and Dining Agreement and makes the initial \$200 housing payment, the student is obligated to live on-campus for the entire academic year.

Preparation of Financial Documentation

Students are responsible for collecting significant documentation that supports their request to be released from the On-Campus Housing and Dining Agreement. Please complete each of the following steps where applicable. ***Requests to be released from the On-Campus Housing and Dining Agreement for the 2010 fall semester must be completed and turned in to the Office of Student Financial Aid by no later than August 13, 2010.***

1. Complete the Initial Form to file an Appeal at <https://reslife.bgsu.edu/forms/housing-appeals.php>. Once the Initial Form is submitted, an email will be sent to the student BGSU email account detailing the next steps to complete the appeal process (steps are detailed below).
2. Type a specific statement identifying what has changed in your financial situation beyond your control, which makes it impossible for you to fulfill the On-Campus Housing and Dining Agreement. Provide a complete account of the circumstances surrounding your hardship. Include supporting documentation such as *signed* letters/statements from parents/legal guardians, employers, insurance companies, etc. to substantiate your request.

The Office of Residence Life and Office of Student Financial Aid cannot make an informed decision about your request without complete and detailed information. Provide your name, address, phone number, email address and BGSU ID number at the beginning of the statement.

Please Note: The Student Financial Aid Counselors are experienced in identifying legitimate reasons for requesting a release from the On-Campus Housing and Dining Agreement due to financial hardship. "It's less expensive to live off-campus" or "I need to work off-campus" are *not* valid reasons. Valid reasons, when accompanied by appropriate documentation, are listed below. These reasons may only be valid if your parents or legal guardians have claimed you as a dependent on their income taxes.

- Loss of Social Security
- Loss of Child Support
- Loss of Worker's Compensation
- Change in Employment Status (unemployed, loss of income due to job change or now on disability.
- Bankruptcy
- Loss of Alimony
- Separation or Divorce
- Death of Parent/Legal Guardian or Spouse

3. Complete the **Semester Comparison of On-Campus to Off-Campus Living Expenses** form at the end of this packet. This will accompany all other documentation you will collect.
4. Submit the following additional information with your documentation if applicable:
 - copies of loan agreements and/or promissory notes (excluding financial aid)
 - copies of your current checking and savings account balances
 - a statement of the types of financial aid you are receiving (your financial aid award). You must demonstrate that you have taken advantage of all available financial aid before your appeal is finalized. This includes all types of loans, grants, scholarships and employment.
5. **Schedule an appointment with Lynette Rosebrook or Pam Fletcher**, Student Financial Aid, at (419) 372-2651 to discuss your financial hardship appeal. Please take your completed statement and all supporting documentation to this meeting. The SFA counselor will review your appeal and provide you with available options. After your meeting, the SFA counselor will provide a written recommendation to the Office of Residence Life. Residence Life will then contact you within a few weeks to inform you of the recommendation.

If you are concerned about your Bursar bill or need to discuss payment options, please meet with a representative from the Office of the Bursar, 132 Administration Building, (419) 372-2815. Bursar staff may be willing to make payment arrangements in extenuating circumstances.

The process for being released from the On-Campus Housing and Dining Agreement is objective and detailed. Equitable decisions are made bearing in mind the best interests of the student and the entire residential community. It is the *student's responsibility* to provide all of the requested information. Failure to provide the appropriate documentation will result in denials or delays.

If you have questions about the process, contact the Office of Residence Life, (419) 372-2011.



BOWLING GREEN STATE UNIVERSITY

Office of Residence Life
Division of Student Affairs

COMPARISON OF ON-CAMPUS TO OFF-CAMPUS LIVING EXPENSES

Name: _____

BGSU ID/Social Security Number: _____

Appeal for Fall 2010 Semester

ON CAMPUS COSTS: Per Semester:

Table with 3 columns: Item, Amount (\$), and Monthly Rate (\$ per month). Rows include Tuition, Room, Meal Plan, Res. Tech. Fee, Books/Supplies, Car Payment, Car Insurance, *Health Insurance Costs, and TOTAL.

OFF CAMPUS COSTS: Per Semester:

Table with 3 columns: Item, Amount (\$), and Monthly Rate (\$ per month). Rows include Tuition, Rent, Groceries, Utilities, Books/Supplies, Car Payment, Car Insurance, *Health Insurance Costs, and TOTAL.

* If not covered under parents'/legal guardians' health insurance policy



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RESOURCES: Per Semester:

Estimated Financial Aid \$
Students' Savings Acct. Bal. (provide recent stmt.)
Students' Checking Acct. Bal. " "
Students' Employment Earnings**
Hourly rate \$ and # hrs. per wk. =
Parents/Legal Guardians' Financial Support##
TOTAL \$

** Include estimated amount expected to earn during semester.
Includes any \$\$ received for misc. expenses, such as car insurance/ payment, groceries, etc.

Comments:
[Three horizontal lines for text entry]

RECOMMENDATION
(STUDENT FINANCIAL AID USE ONLY)

- Approve. Allow student to live off campus in an apartment.
Approve. Allow student to commute from home.
Deny. Student remain living on campus in residence hall.

Comments:
[Three horizontal lines for text entry]

Student Financial Aid Counselor Date