

## GUIDELINES FOR SUBMITTING A REQUEST TO BE RELEASED FROM THE HOUSING AND DINING AGREEMENT FOR FINANCIAL HARDSHIP

### **Bowling Green State University is a Residential Campus**

Living on campus is part of the educational experience at Bowling Green State University. As a residential campus, BGSU requires students to live in University-owned residences as a condition of enrollment until they have attained junior level status and/or four semesters of campus residency unless they are commuting daily from homes of their parents, guardian or spouse (located within a 50-mile radius of BGSU). This residency requirement allows us to provide the highest level of service available to all residential students. Staff, facilities, educational programs, and leadership opportunities are just a few of the areas supported through this residency requirement. In rare circumstances, the Office of Residence Life grants requests to release residents from their 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 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 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 Housing and Dining Agreement. It is the *student's responsibility* to show cause for being released from the Agreement.

Students receiving a financial hardship release from housing must contact BGSU Dining Services to be released from their dining service requirement.

*Please Note:* Once a student or parent/legal guardian accepts the Housing and Dining Agreement and/or 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 Housing and Dining Agreement. Please complete each of the following steps where applicable. ***Requests to be released from the Housing and Dining Agreement must be completed and turned in to the Office of Student Financial Aid. Requests must be submitted at least two weeks before the first day of classes to be considered for the upcoming semester.***

1. Type a specific statement identifying what has changed in your financial situation beyond your control, which makes it impossible for you to fulfill the 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 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

2. 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.
3. 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.
4. **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 Residential Acceptance 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: \_\_\_\_\_

Circle One: Appeal for Fall Semester or Spring Semester

## ON CAMPUS COSTS: Per Semester:

Tuition	\$	_____	
Room		_____	
Meal Plan		_____	
Res. Tech. Fee		_____	
Books/Supplies		_____	
Car Payment		_____	(\$ _____ per month)
Car Insurance		_____	(\$ _____ per month)
*Health Insurance Costs		_____	
_____		_____	
_____		_____	

**TOTAL** \$ \_\_\_\_\_

## OFF CAMPUS COSTS: Per Semester:

Tuition	\$	_____	
Rent		_____	(\$ _____ per month)
Groceries		_____	(\$ _____ per month)
Utilities		_____	(\$ _____ per month)
Books/Supplies		_____	(\$ _____ per month)
Car Payment		_____	(\$ _____ per month)
Car Insurance		_____	(\$ _____ per month)
*Health Insurance Costs		_____	
_____		_____	
_____		_____	

**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