

APPEALS FOR RELEASE FROM THE UNIVERSITY HOUSING AGREEMENT – GENERAL INFORMATION

Your Current Agreement

Your Housing Agreement for the academic year is legally binding for the entire term of the agreement (through the end of the spring semester in May). Once you move into campus housing for or during an academic year starting in July or August, you are responsible for associated rent charges through the end of the spring semester in May, whether or not you choose to continue living in your assigned campus housing accommodations.

If you are faced with an extreme, unforeseeable and uncontrollable problem that interferes with your ability to continue living in campus housing and for which the University is not able to provide a reasonable solution/alternative within campus housing facilities AND you will still be enrolled in classes at the University during the academic year, you must submit a formal appeal for release from the Housing Agreement. A housing agreement appeal is your LAST RESORT to solve a problem. You MUST seek assistance from the University to resolve the problem, and you must try all other, less extreme options offered to you before submitting an appeal. These “other” options might include, among other things, transferring to a different campus housing room or room type.

Appeal Review Process

- The Housing Agreement Appeals Committee reviews housing contract appeals. Possible outcomes of their review include: (a) approving the appeal, (b) denying the appeal, or (c) identifying on-campus housing options different from your current assignment that could satisfactorily and reasonably meet your needs.
- You must submit a formal appeal via email to housing@bluefieldstate.edu. The student must provide a written appeal detailing why they believe an exception should be granted from the Housing Agreement Appeals Committee. Additional information, such as computer screen shots, email responses or other supporting documentation should be submitted with their case. Please include the following information in the email:
 - Email to: housing@bluefieldstate.edu
 - Subject: Housing Agreement Appeal
 - Attachments:
 - I would like to appeal:
 - Reasons for appeal (feel free to attach supporting documents to support your reasons):
- The Appeals Committee will review only your written appeal and accompanying documentation. You will not meet with the Committee.
- The Committee will not decide on your appeal request if the form you submitted or documentation you provide is incomplete or otherwise deemed inadequate to make a final decision. The Committee may request further documentation from you and/or may consult with the University legal department.
- You will be notified of the Committee’s decision via your Bluefield State University email address. If your appeal is approved, you remain financially responsible for all charges until you properly check out of your campus housing room with a Resident Assistant or Office of Housing & Residence Life staff member.
- The University will keep all information provided in and with our appeal confidential and will not share that information with parents or guardians without your prior written approval.
- Appeals for Housing and Meal Plans must be completed within the first two (2) weeks of the semester. If an emergency arises during the semester, you may file an appeal, however the University reserves the right to prorate the Housing and Meal Plans after the first two (2) weeks of the semester.

Acceptable Conditions for Appeal Approval

- Graduating (Verification from Registrar)
- Marriage (Marriage Certificate Required)
- Birth of a child by the enrolled student (Birth Certificate Required)

- Participation in a University-sponsored Study Abroad, Student teaching, or internship program that requires off-campus residency. (Letter from acceptance into a study abroad program, internship enrollment, or teaching requirements should be provided).
- Called to military service (Copy of deployment or transfer papers).
- The untimely death of the student or an immediate family member (parent/guardian, sibling) within the contractual period.
- Documented Financial Hardship

Housing Agreements for students who withdraw or otherwise do not enroll will be placed into inactive contract status, and their enrollment status will be verified each academic semester within the agreement period. Such students will not be assigned or will be removed from their assignment once non-enrollment is verified. Should the student move into their assignment and then withdraw from the University, they will be responsible for housing charges (including but not limited to time in room).

Submitting an Appeal

Appeal submission and documentation requirements vary based on the reason for your appeal. Significant financial burden is typically determined using a student's FAFSA information provided by the Office of Financial Aid to calculate the parent/legal guardian combined annual income and student out of pocket expenses as well as any other applicable financial information. Agreement releases are not based on the assertion that living off-campus may be cheaper.

You are strongly encouraged to submit your completed appeal via email (see the Appeal Review Process) well prior to the date on which you would like to move out of campus housing. Completed appeals received less than three weeks prior to the date you wish to move out may not be reviewed by that date. If you have already checked out of campus housing, your appeal will be accepted and reviewed only if it is received within 60 days of the day you checked out.