FORT HAYS STATE UNIVERSITY

Department of Residential Life

2027-2028

OFF CAMPUS LIVING REQUEST

For Office Use Only
Received:
Date _____
Time _____
☐ Approved
☐ Denied
Initial _____
Date _____

Students that have been out of high school for less than one full year are required to live in University housing on-campus. This form can be used to request an exception to the policy.

Students who have completed a housing contract may request to cancel or terminate their contract only for the reasons identified in the contract terms and conditions. This form may be used to submit the cancellation or termination (hereafter "cancellation") request. Contract cancellations, if approved, are subject to the appropriate fees outlined in the contract.

Return this form to:

FHSU Residential Life, McMindes Hall Room 126, 410 Agnew Ln., Hays, KS 67601-4099
Email: srl@fhsu.edu | Phone: 785-628-4245 | Fax: 785-628-4138

Personal Information -Please answer all questions.

Resident Name _____ FHSU Student ID No. _____
Last (Family) First Middle

Current Address _____ Telephone _____
Street City Zip Code

Proposed Address _____ Guardian(s) Name _____
(Address where you intend to live) Street City Zip Code

Requesting permission for off-campus living for _____ of 20_____ HS Grad Yr.: _____ Classification: _____
Semester Year SR- JR- SO- FR

Policy Exception Reason -One of the following conditions must be met to be exempted from the University on-campus living requirement or to be considered for a contract cancellation. Noted documentation must be submitted with this form for the request to be considered.

☐ I am living in the home of my parent/guardian within a 50-mile drive of FHSU campus. *(Include a letter of support and confirmation from the parent or legal guardian with whom you will be living.)*

☐ I am currently married and living with my spouse *(Proof of marriage must be submitted with form*

☐ I have an approved housing accommodation to live off campus due to a medical condition. *(Must have completed the housing accommodation process through the Office of Student Accessibility Service in Health & Wellness services. Request will not be considered until Accessibility Services submits the approval notice to Residential Life.)*

☐ I will be taking classes 100% online with FHSU Online.

☐ I am moving to an off-campus Fraternity or Sorority. House Name: _____
(Returning students only. This request must include documentation from the fraternity or sorority chapter president.)

I will be ☐ graduating, ☐ participating in a study abroad or student exchange program, ☐ student teaching, or ☐ other University-sponsored program outside of Hays.
(Upper-level students only. Must have completed the intent to graduate or include documentation from the sponsoring program.)

I am ☐ transferring or ☐ withdrawing and will no longer be a student at FHSU. *(If transferring, include documentation from the institution you are planning to attend. If withdrawing, all courses must be removed from schedule before the request can be considered.*

Acknowledgement -Please sign below to confirm agreement with the following statements in accordance with Residential Life guidelines.

I understand that should this request be granted, it is for the above reason only and is valid for only as long as the above condition exists. (Any changes in address must be on file and approved by Residential Life.) I grant the University the right to secure verification of any information provided on this document.

Online.

I understand if I already have submitted a housing contract, I may still be liable for all housing charges for the contract term and any applicable termination fees as stated in the housing contract if this request is granted.

I understand if I already have moved into on-campus housing, I will be liable for prorated daily housing charges until I checkout of the assigned space plus any applicable termination fees if this request is granted.

I understand that should this request be denied, I will be held to my housing contract and the full amount due, including all remaining housing charges for the academic year, will apply. The housing contract is a binding contract to live on campus for the academic year, and the terms and conditions apply from the point I signed the contract through the last day of classes in the academic year. Cancellation request decisions are solely at the discretion of the University, and cancellations are subject to the terms and conditions of the housing contract.

_____
Student's Signature ***Date***

WHEN YOU ARE COMPLETING THIS FORM, HERE ARE SOME POINTS TO REMEMBER:

- This form must be completed fully to be considered.
- We highly recommend that you NOT complete or sign any other lease or make any other living arrangements until you know that you are approved to be released from your on-campus housing.
- Signing a lease to live off campus does not void your on-campus contract.
- Students who have been out of high school for less than one year are required to live on campus by University policy for the first full academic year at FHSU. This form may be used to request an exemption to the policy, but you must meet one of the exemptions outlined in the housing contract.
- The housing contract is a binding contract to live on campus for the 2026-2027 Academic year. The terms and conditions apply from the point you signed the contract through the last day of classes in May 2027. You must meet one of the exceptions listed in the contract to be released.

IMPORTANT DATES & CONTRACT CANCELLATION FEES

Date	Reason/Condition	Fee
December 1, 2026-April 30, 2027	**Contract can be cancelled for any reason.**	**$50 contract fee is forfeited.**
May 1, 2027-May 31, 2027	**Contract can be cancelled for any reason.**	**$150 cancellation fee and forfeiture of the $50 contract fee**
June 1, 2027-July 31, 2027	**Contract cancellations are only approved if one of the exemptions outlined in the terms and conditions is met.**	**If approved, there is a $300 cancellation fee. If denied, contract remains intact and full balance is due.**
August 1, 2027-May 12, 2028	**Contract cancellations are only approved if one of the exemptions outlined in the terms and conditions is met.**	**If approved, 30% of the remaining contract balance is due. If denied, contract remains intact and full balance is due.**

NEXT STEPS

- Please allow up to one week for you request to be evaluated.
- If you do not meet one of the exceptions identified in the contract, but feel your circumstances should be considered, please email a detailed explanation of your situation to srl@fhsu.edu. Staff will review your request and provide you with additional instructions.
- If your request is denied, you will be provided instructions about how to submit an appeal. The Appeals Committee will only review written appeals and does not hold in-person hearings.
- If your request is approved, you will be provided instructions on the check-out process. Be sure to follow the identified steps to ensure you do not incur additional charges.