Procedures for the Petition for Release from Spring Charges

Any student that is moving out of the residence halls during the spring term can petition for a release from their Spring housing charges provided that they are transferring to another school, graduating, going on exchange or withdrawing from UNM.

Be aware that enrollment data will be checked in the spring, and if you are found to be enrolled at UNM, you will be charged a 40% spring cancellation fee. To petition for release from spring charges, begin by completing a Contract Release Request which can be obtained at the SRC Commons Bldg. Customer Service Desk.

1. We highly recommend that you Visit with your Community Director first.

2. Complete a Contract Release Form no later than November 30th.
   a. You will need a copy of the documentation that shows you are eligible to petition for a release. Examples could include: An acceptance letter from another university for spring admission, graduation confirmation on letterhead or proof of an approved exchange/withdrawal.
   b. The SRC Customer Service Desk staff will attach the proper documentation and highly recommend that you contact your Community Director.
   c. SRC staff will furnish you with a copy of the completed and signed Contract Release form.

3. Schedule a check-out appointment with your RA. Before the start of your scheduled check-out appointment, move all of your belongings out and clean your living area.

4. Complete your check-out appointment with your RA. At the end of the inspection, the RA will take your keys and will provide you with an address forwarding address form. You must also change your address on the Demographic Self Service area available by logging on to my.unm.edu and going to Loboweb.

5. Please note that failure to complete the check-out process as described above and in the Residence Life and Student Housing Community Living Guide may result in an improper check-out fee.

Please Note:
*You will forfeit any unused meals and dining points, so be sure to use them before the end of the Fall Semester. *If you change your mind and want to move back in to the residence halls after you have cancelled your housing contract, contact us as soon as is possible. Should you re-apply for accommodations on campus for the spring, any payments made toward your cancellation fees will then be applied to your spring charges.

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