

Agreement Release Request Guide

Step 1: Select the blue Agreement Release Request button for the appropriate term you wish to request a release from after reading the requirements above..

Agreement Release Request Selector

Your Mason Housing License Agreement (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 for Fairfax Campus and June for SciTech Campus). Once you are assigned to campus housing for/or during an academic year starting in 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.

The Housing Agreement was electronically (via confirmation of G#) or hand signed by Resident, it became a binding legal contract between Resident and the University. The Resident understood that they should not enter into any binding contract or lease with a third party for alternative housing accommodations for any time period concurrent with the term of this Agreement. If the Resident did so, it is not accepted as grounds for termination of or release from the Agreement. The resident will be responsible for all payments due whether or not they take occupancy of the assigned space. As detailed in section 8 of the Housing Agreement, you will be reviewed for release from the academic year rent commitment only under the following circumstances (does NOT apply if you are evicted from campus housing for conduct-related reasons):

- You move out of campus housing and withdraw from and discontinue enrollment as a student at George Mason University (and do not re-enroll at any time during the remainder of that academic year). Under these circumstances, you will be responsible for rent charges based on the dates of your occupancy.
- You move out of campus housing at the end of the fall semester to participate in a University-approved study abroad, student exchange program, internship, or work co-op that will 1) require you to reside outside the Washington DC metropolitan area during the spring semester, or 2) result in you not being enrolled in spring semester classes at Mason. Under these circumstances, you will need to provide Mason Housing with a copy of official documentation showing your participation in such a program before the end of the fall semester and you will be responsible for fall semester charges only.
- You graduate from George Mason University and move out of campus housing at the end of the fall semester. Under this circumstance, you will be responsible for fall semester charges only.
- 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 Mason Housing is not able to provide a reasonable solution/alternative within campus housing facilities AND you will still be enrolled in classes at Mason during the academic year, you must submit a formal request for release from the License Agreement.

Please select a term below to start or continue with your Agreement Release Request.

Fairfax Campus Academic Year 2022-2023

AGREEMENT RELEASE REQUEST

Agreement Release Request Guide

Step 2 Read the different reasons you can select to request a release. Select the appropriate answers in the drop down and click the blue button.

Agreement Release Reason	Select This Option
Withdrawing From Mason	Withdraw
Graduation	Graduation
Studying Abroad/Exchange Program	Aboard
Smithsonian Campus	SMSC
Change in Family Status (Marriage, birth of child, etc)	Family
Active Duty Military	Military
Academic Suspension/Dismissal	Academic
Conduct Suspension/Dismissal	Conduct
Financial Reasons Release Request (Still Enrolled for Semester)	Financial
Medical/Psychological Reasons Release Request (Still Enrolled for Semester)	Medical
Other Reasons Release Request (Still Enrolled for Semester)	Other

ARR Reason

ARR Semester

PROCEED TO AGREEMENT RELEASE FORM 5

Step 3. The next page gives you an overview of what you have selected already. Click the blue button when ready.

Agreement Release Request Form

You have selected a reason to be released from your Housing Agreement related to not attending the University for the current or upcoming semester. If you will still be attending classes at Mason you will need to change your reason for release. Please click here and select one of the additional release reasons.

If you are no longer attending the University due to the reason you selected please attach documentation related to the reason you are being released on the next page:

Agreement Release Request Reason: Withdrawing from Mason

Documents Needed: Acceptance letter from another college, screenshot from your AdrottoWeb showing you are not registered for fall courses, etc.

Failure to upload the correct documentation will result in your release being denied.

PROCEED TO AGREEMENT RELEASE DOCUMENTATION

Agreement Release Request Guide

Step 4. Upload the appropriate documentation for your request. Be sure to follow the guidelines listed on this page.

Agreement Release Request Documentation

You have selected a reason to be released from your Housing Agreement related to not attending the University for the current or upcoming semester. If you will still be attending classes at Mason you will need to change your reason for release. Please click [here](#) and select one of the additional release reasons.

If you are no longer attending the University due to the reason you selected please attach documentation related to the reason you are being released:

Agreement Release Request Reason: Withdrawing from Mason

Document(s) Needed: Acceptance letter from another college, screenshot from your PatriotWeb showing you are not registered for fall courses, etc

Failure to upload the correct documentation will result in your release being denied.

Please upload at least one supporting document for your Agreement Release Request



Choose a file, or drag it here

[PROCEED TO AGREEMENT RELEASE TERMS AND CONDITIONS](#)

Step 5. Enter your Gnumber to finalize the request.

Agreement Release Terms and Conditions

By signing with my G# below, I attest that the information provided on and in conjunction with this request is true and accurate to the best of my knowledge. I give Housing and Residence Life the ability to check the validity of any documentation/information provided.

G Number:

[PRINT THIS PAGE](#)

[SUBMIT AGREEMENT RELEASE REQUEST](#)

Agreement Release Request Guide

Step 6. The final page will show the overview of your submitted request.

Agreement Release Request Submitted

Request Reason: Withdraw

Request Semester: Fall

Request Status: Under Review

Request Submission Date: 09/08/2022 12:52 PM