Winona State University
East Lake Apartments: Contract Release Form

This is a formal request to be released from my East Lake contract. Before completing this form, please read the “Refund/Penalty Schedule”. Return completed form to the Housing & Residence Life Office, 235 Kryzsko Commons

PLEASE PRINT

Name ___________________________ WARRIOR ID # ___________ M □ F □

Last First MI

East Lake Apartment Assignment: (Building & Room #) __________________________________________________

I am requesting a release from my contract for the following reason (Check One, proper documentation must accompany this form)

☐ Transfer to another College or University $400 contract cancellation fee
☐ Withdrawal from WSU $400 contract cancellation fee
☐ Graduating from WSU $400 contract cancellation fee
☐ Student Teaching $400 contract cancellation fee
☐ Studying Abroad $400 contract cancellation fee
☐ Internship $400 contract cancellation fee
☐ Rochester Nursing Program $400 contract cancellation fee
☐ Academic Suspension/Conduct $400 contract cancellation fee
☐ Move off-campus $800 contract cancellation fee
☐ Other – please specify ____________________________

Sub-leaser Information

I, __________________________ am breaking my EL lease for apt (please include building & room #) ______________________

I, __________________________ agree to fulfill the remainder of the lease for apt (please include building & room #) _____________

Resident Name Printed: ___________________________ Resident Signature ___________________________ Date _________

Sub-Leaser Name Printed: ___________________________ Sub-Leaser Signature ___________________________ Date _________

Estimated Check-out date (please schedule a time with your CA to check out of your apartment): _____________

-Your actual check-out date will be used when terminating your housing contract and food service plan-

By signing this form, I understand that the Housing and Residence Life Office may be re-assigning my room to another student after I vacate (the date listed above). It is understood that this release is subject to the conditions set forth in Section 7.0 of the Lease Agreement (AH1). I will be held responsible for any penalties, which are detailed in the Refund Penalty Schedule.

_________________________________________ Date

A COPY OF THIS FORM MUST BE BROUGHT TO YOUR CA PRIOR TO CHECKING OUT!

Office Use Only:

Charge: ___________________________ Vacate List (Access): ___________________________

Fwd. Address List (Access): ___________ E-mail JS: ___________________________

White Copy – Housing office    Yellow Copy – CA copy    Pink Copy – Student Receipt