

## Financial Information Form For Contract Release

This form must be completed with a Financial Aid counselor based on financial hardship. Forms with incomplete information will not be approved. This form can only be considered with **complete and accurate documentation**. **Please note that financial savings are not grounds for an exemption for financial hardship. Students must prove that their circumstances are dire and that living off campus is the only way they can continue attendance at MICA.**

### Off Campus Information and Expenses Worksheet

#### Monthly Off-Campus Housing Expenses

Rent		Semester total - off campus (~5 months)	
Electric/Gas		Semester on campus housing cost	
Internet		Semester total savings on vs. off (~5 months)	
Transportation		Total cost for length of term - off campus	
Water		Total cost for length of term - on campus	
Furniture		Difference total length of term on vs. off	
Misc			

#### Proposed Residence / Landlord Information

Proposed New Address			
Landlord Name			
Phone Number			
Length of Proposed Lease	<input type="checkbox"/> 9 Month	<input type="checkbox"/> 10 Month	<input type="checkbox"/> 12 Month

#### Financial Hardship Information

**Financial Hardship:** Requests for release based upon financial hardship must include **documented evidence of extreme financial need** (evidence of recent employment termination or extreme hardship, death of a primary income provider, medical expenses exceeding maximum insurance coverage, etc.). Requests to reside off campus for financial savings are not considered valid for a financial hardship exemption request. All students submitting a contract release for financial reasons must meet with a Financial Aid counselor BEFORE submitting this form (bring this form to your meeting). Discuss with your counselor a long term strategy to afford MICA. The Financial Aid office is located on the 3<sup>rd</sup> floor of Bunting.

By signing below, I give permission for the Financial Aid office to release my financial information to the Office of Residence Life to verify my request for release of my Housing Contract due to financial hardship.

Print Name

Signature

Date

#### MICA Financial Aid Office use ONLY

I have met with the above student and discussed their financial hardship. I will send notification to the Office of Residence Life verifying the above student's financial situation. The signature below does not officially endorse a specific outcome.

Financial Aid Counselor's  
Printed Name

Financial Aid Counselor's  
Signature

Date of Meeting