

The lease that you signed to live on campus at Northwestern State University is for the academic year and obligates you for both Fall and Spring semesters. This letter is to inform you of the different lease termination scenarios and what is required to satisfy each of them. You must submit all requested items, along with a completed Lease Termination form, for your request to be considered.

**APPROVED Lease Termination Request Reasons:**

*If proper paperwork is provided, lease will be terminated with NO FEE.*

- Graduation
  - Must provide application for graduation from the Registrar's office
- Nursing Clinicals in Shreveport or Alexandria
  - Must provide placement paperwork provided by the CONSAH Administration
- University Authorized Internship
  - Must provide approved paperwork from university department that is sponsoring the internship.
- Military Service
  - Must provide orders from commanding officer or recruiter. These orders must have a date.

**Other Lease Termination Request Reasons:**

*If you do not meet one of the above qualifications for lease termination, you must meet one of the following criteria for a request. Once the proper documentation is received, the lease termination packet will be sent for decision. The authorized agent may approve with a lease termination fee, require more information, or deny the request. All decisions will be sent via email and can be appealed through the NSU Housing Office. Student's billing will not be adjusted until the packet is received, a decision is made and only once the student has officially moved out.*

- Withdrawal/No Longer Attending NSU
  - Provide a "Certificate of Withdrawal" from the university registrar
  - Or provide admission paperwork from the new university/college
- Financial Hardship
  - To be considered for a financial hardship, a student must prove a significant change in financial status from the date that the lease was signed and the date of the termination request. Please provide the following documents for review.
    - Current NSU Bill with all charges and financial aid
    - Written statement from the student explaining the significant change in status.
    - Any and all documents related to the significant change in financial standing.
    - DO NOT submit bank account information with routing and account numbers or balances.
    - Loss of scholarship or aid due to unsatisfactory academic performance is not an accepted reason for a request to cancel
- Medical Hardship
  - To be considered for a medical hardship, a student must prove a significant change in medical/health status from the date that the lease was signed and the date of the termination request that would justify the need to cancel a lease. The reason for the request must also be proven to not be able to be accommodated by on-campus housing. Please provide the following documents for review.
    - Current NSU Bill with all charges and financial aid
    - Written statement from the student explaining the significant change in status
    - Any and all documents related to the significant change in medical/health standing from a licensed medical professional and must be on official letterhead with a signature of the professional