**APARTMENT WAIVER FORM**

<table>
<thead>
<tr>
<th>STUDENT/TENANT NAME:</th>
<th>ADDRESS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>STUDENT/TENANT ID:</td>
<td>CITY, STATE ZIP:</td>
</tr>
<tr>
<td>CONTACT PHONE #:</td>
<td>EMAIL:</td>
</tr>
</tbody>
</table>

**REQUEST TO WAIVE LATE FEE:**
Rent (including utilities) is due on the 1st day of each month. Rent is late if received after the 10th day of the month and a $100 late fee will be charged. Any reduction or waiver of late fee is at the sole discretion of Carroll College. Please describe request for waiver.

**REQUEST TO BE RELEASED FROM LEASE AGREEMENT:**
In general, requests should be submitted with a Notice to Vacate Form and any other applicable supporting documentation 30 days in advance.

<table>
<thead>
<tr>
<th>APARTMENT BLDG/UNIT:</th>
<th>BLDG _______ UNIT _______</th>
<th>LEASE BEGIN DATE:</th>
<th><em><strong><strong><strong>/</strong></strong></strong></em>/_______</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requested Move Out Date:</td>
<td><em><strong><strong><strong>/</strong></strong></strong></em>/_______</td>
<td>Reason for Request:</td>
<td>(select one)</td>
</tr>
</tbody>
</table>

- Graduation from Carroll College at end of a fall semester
- Participating in a Carroll College-sponsored Study Abroad, National Student Exchange, or placement exchange program for spring semester
- Assignment to student teach, nursing placement or other academic requirement that requires you live more than 60 miles from Helena
- Official withdrawal from Carroll College
- Other (please describe & note that only the four above reasons are specifically provided for in the Lease Agreement. Any refund or rebate of Rent or other relief from the Lease Agreement is at the sole discretion of Carroll College.)

**ADDITIONAL DETAILS:**

**REQUESTED BY:**
Student/Tenant __________________________ Date __________

**APPROVED BY:**
Residential Life & Housing Representative __________________________ Date __________
Dean of Students & Retention __________________________ Date __________

**For Admin Use Only – Instructions for Business Office** (i.e. eff dates, any pro-rating needed, effect on remaining roommate(s), etc.)

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Q:\Res Life & Bus Office\APARTMENTS\Forms\Apartment Form - Waiver.docx  Version Oct 2019