

Breaking a Housing Contract

It is the policy of Colby-Sawyer College that all traditional-aged students live on campus, unless eligible for a waiver to the Residency Requirement. Please see the full policy for more information.

Before taking occupancy, all students sign a Room Lease and Board Contract, which can be viewed on the Residential Education web page. This contract is for the entire academic year, ending the day of the student's last exam in the spring semester or sooner, if a student withdraws from the college.

Under most circumstances, students may not break their contracts early. Though they are billed for one semester at a time, they are contractually obligated to pay for both semesters of housing. If they choose to live elsewhere at any time, they will continue to be billed for on-campus housing.

Under rare circumstances, a student can request permission to break the housing contract for the spring semester. Typically, those circumstances are:

- The student is completing an approved internship for the spring semester that is not within commuting distance from the college and is not taking classes on campus for the semester.
- The student has a medical or psychological concern for which the college cannot provide appropriate on-campus housing accommodations. Please note that these exceptions are rare. Students in this category must complete the [Application for Disability Housing](#) and provide appropriate documentation, which will be reviewed by the staff at Access Resources. If the request is approved by Access Resources, the student's contract will be cancelled without penalty.

Requests to break the housing contract will not be approved on the basis of:

- Personal preference for living off campus (*Contact Residential Education to discuss moving to a different on-campus location.*)
- Roommate conflict (*Contact Residential Education to discuss room/roommate options.*)
- Dissatisfaction with the meal plan (*Contact Dining to discuss your concerns about food.*)
- Cost savings (*Contact Financial Aid or Financial Services to discuss concerns about your ability to pay.*)

Requests

If your request falls under an approved category, please submit an official request explaining the reason you believe the exception is warranted to residential@colby-sawyer.edu. Your request will be reviewed by the Appeals Committee, and you will be informed of their decision.

Adjustments for Off-Campus Residency

Initial financial aid awards are based on full-time, on campus residency for traditional students. Students who have appealed and been approved by Residential Education to live off campus will likely be subject to a reduction in their financial aid.