



According to the SBTS campus housing contract, the lease period for your campus housing unit continues for at least the duration of the current term of classes. The contract also states that if a resident does not choose the "month to month" rental option and vacates the unit before the end of the current semester then that resident will continue to accrue rent charges until the last day of classes for that term. Southern Seminary, however, recognizes that occasionally there may be extenuating circumstances which justify an early release from a housing contract.

You have expressed an interest to break your lease and vacate your campus housing unit before the contract period ends. In order to ensure fairness and give proper consideration to your request, please complete this form and attach a typewritten statement detailing your extenuating circumstances. Upon receipt of these documents from you, Student Housing will forward your request to the Director, Auxiliary Enterprises for determination. You will be notified of the decision within five business days of your request.

Resident Name: \_\_\_\_\_

Housing Unit: \_\_\_\_\_

Requested Move Date: \_\_\_\_\_

Resident Signature \_\_\_\_\_

**For Office use only:**

Date Student Signed Lease: \_\_\_\_\_

Lease End Date: \_\_\_\_\_

Monthly Rent Amount: \$ \_\_\_\_\_

Current Account Balance: \$ \_\_\_\_\_

Determination: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

If you would like further information regarding this process, please contact  
Lorrie Francis, Manager of Student Housing  
The Southern Baptist Theological Seminary  
897-4203 · housing@sbts.edu