

Release from Contract Request Process

The housing and/or meal plan contract is an agreement made between the member and the chapter. WPN facilitates the management of the contract on behalf of the chapter. If a member would like to be released from their contract for any reason (leaving school, study abroad, internship/co-op, drop the organization, etc.), the chapter's Executive Cabinet (specifically the chapter President and Director of Finance) would be the decision-makers on if the chapter is to release the member from the contract or not.

Section 10 of the contract identifies that the member can petition the chapter to be released from the contract. Here are the possible outcomes of that petition for the chapter to select from.

- **Release with Chapter Expense Assumption.** The chapter can release the member and the chapter, in turn, take responsibility for the full financial terms of the contract for the remaining of the contract.
 - Member loses the \$500 security deposit and is charged a \$500 cancellation fee.
- **Release and Fill the Spot with Another Member.** The chapter can release the member and the chapter will fill the vacancy with another member under the same contract terms.
 - Member loses the \$500 security deposit and is charged a \$500 cancellation fee.
 - Replacement Member would be responsible for paying the \$500 security deposit.
 - If a replacement member is not secured, the chapter would default to being responsible for the financial expenses as a vacancy cost for the remaining of the contract.
- **Deny the Release.** The chapter can deny the release in which the member would be responsible for the full financial terms of the contract.

The chapter will need to notify the Director of WPN Housing Operations in writing (email) of their decision and the effective date so WPN can make adjustments accordingly to the Buildium accounts. Changes will not be made without written approval.