

License Agreement Release (LAR) Request Guidelines

- You are requesting a release of your financial obligation for the current license term with respect to your housing assignment.
- Choosing to leave your housing assignment does not release you of your financial obligations agreed to by your original license agreement. Your license agreement is for the entire license term.
- If your request to be released from the license agreement is approved your room charges will be adjusted based on your official release date and your signed move out form. Please be mindful that you are not paying monthly rent so your financial obligation is not prorated on a daily basis. Your account will be adjusted by a proportion of your remaining installments due.
- If your request is denied you are fully responsible for all of your license fees for the entire license term.** Should you check out of UMB Housing prior to a decision on your LAR request and later opt to return following a denial please be aware that your original assignment may not be available. Re-assignment will be made based on availability.
- Submit the completed LAR request and supporting documentation to the UMB Housing Office; attn. Assistant Director of UMB Housing at 518 W Fayette Street.
- You will be notified via email with our final decision.
- Allow at least 15 business days from date of approval or date of official check-out following approval, whichever is later, for adjustments to be posted to your housing account.
- Section 10 of your signed license has additional information regarding termination of your license.