



Procedures for Housing and/or Dining Contract Petition for Release

Students may petition through the Disability Resource Center (DRC) to be released from their housing and/or dining contracts based on a physical, psychological, or other health/medical disability.

Procedures:

- 1. Complete and submit the online DRC Request for Accommodations Form:**
<https://rainier.accessiblelearning.com/s-UNCO/ApplicationStudent.aspx>. A DRC staff member will review your form and send you instructions with next steps by email, including a link invitation to complete an online *housing* accommodation request form.
- 2. Download and complete the Contract Petition for Release Form found here:**
<https://www.unco.edu/living-on-campus/forms.aspx>. Carefully review the steps listed on the form. Complete all requested fields and select Qualifying Medical or Psychological Condition as your circumstance. The DRC only evaluates requests based on this circumstance. Carefully read and follow all information provided regarding this circumstance and required documentation.
- 3. Submit Documentation of Disability:**
Please submit the completed *Contract Petition for Release Form*, *documentation from your medical/mental health provider*, and *personal letter* to the DRC. Additionally, if your request is based on severe allergy, please have your medical provider fill out and return the [Severe Allergy Documentation Form](#). Your documentation must be sufficient to establish a direct link between the disability and the requested contract release. DRC's documentation guidelines are listed on the Contract Petition for Release Form.

Documentation must be submitted through the online housing accommodation request form OR to the following:

Disability Resource Center
University of Northern Colorado
501 20th Street, CB 139
Greeley, CO 80639
Email: drc@unco.edu
Fax: (970) 351-4166

4. Review of Request:

Petitions will be reviewed by the DRC after ALL requirements are completed as outlined above. The submitted documentation and the student's personal letter are used to evaluate the request. The DRC considers the student's current symptoms and limitations, the level of severity of the condition/disability, potential alternative accommodations, and the appropriateness and essential nature of the requested release. Once all information has been submitted to the DRC, the student will be notified of a decision by email within 10 business days. Should a petition be approved, the approval will be backdated to the date all information for the request was received (for reimbursement purposes). If approved, DRC will directly notify Housing of your approval.