



UNIVERSITY OF
NORTHERN COLORADO

Housing & Residential Education

HOUSING & DINING CONTRACT PETITION FOR RELEASE

Students wishing to petition for exemption from freshman live-in requirement or be released from their academic year Housing & Dining Contract must complete the steps listed below.

1. The information provided on this form
2. A letter from the student describing, in detail, the situation
3. The required documentation as outlined on the attached pages

INCOMPLETE REQUESTS WILL NOT BE REVIEWED.

Submit completed (including items 1, 2, and 3 listed above) requests to:

Housing & Residential Education
Tobey-Kendel Hall Room 199
Greeley, CO 80639

If you are requesting for dining release
only, please submit to Dining Services
Tobey-Kendel Hall Room 120
Greeley, CO 80639

Student Information

Student Name: _____ Bear Number: _____

Email Address: _____ Year In School: _____

Current Local Address (including Room Number and Hall): _____ Phone #: _____

_____ Meal Plan: _____

Parent/Legal Guardian Information

Parent Name: _____ Phone #: _____

Current Address: _____
Address City State Zip

Which contract are you requesting to be released from? _____ Housing _____ Dining _____ Both

Term: _____ Fall _____ Spring _____ Both

What is your desired date of release? _____

If you are released from your housing & dining contract, where do you intend to live?

Address City State Zip

Phone #: _____

I certify that all of the statements made in this petition are true, complete and correct to the best of my knowledge and are made in good faith. I also grant permission for representatives of the Student Health Center, Housing & Residential Education, and Dining Services to review documentation for purposes of evaluation of this petition request.

Students Signature: _____ Date: _____

FOR OFFICE USE ONLY:

Date _____ Received by _____ _____ Granted _____ Denied

PLEASE READ AND COMPLETE THE ATTACHED REQUIREMENTS FOR SUPPORTING DOCUMENTATION.

ATTENTION STUDENTS:

Please be aware that you have signed a legal and binding academic year contract (fall and spring semesters). The terms and conditions of this contract do not stipulate circumstances which would merit early termination by the student. Housing & Residential Education and Dining Services offers this petition only as a venue for expressing extreme conditions for our consideration and makes no guarantees that meeting any of the conditions outlined in this document will release you from your contractual obligation. Please continue using your meal plan until a decision has been made by the committee. Petition for release from your meal plan does not end your privilege to eat. If the Traditional Meal Plan is cancelled, you will be charged for all Dining Dollars used.

Requests for release from this contract are evaluated based upon a change in status which has occurred since the beginning of the contract period. Your request for a release from the contract **will not be considered** unless your situation merits one of the following extenuating circumstances. Meeting one of these circumstances does not guarantee release.

- Financial Hardship
- Qualifying Medical or Psychological Condition
- University sponsored internship or teaching assignment that requires living away from Greeley.
- Pregnancy or Dependency of a child
- Marriage
- Religious Dietary Requirements (Meal Plan only)

Each case will be evaluated to determine if the situation can be accommodated within the housing & dining system.

All newly admitted students with less than 20 college credit hours earned after high school graduation (or equivalent), who are under 21 and not living with their legal guardian in the local area must live in the university's residence halls through the completion of the first academic year of their attendance. (Local area is defined by school district. Included school districts are Ault Highland RE-9, Eaton RE-2, Greeley 6, Platte Valley RE-7, Poudre R-1, Thompson R-2J, Weld County RE-5J, Weld RE-1 and Windsor RE-4.) Credits earned through Advanced Placement (AP), International Baccalaureate (IB), College-Level Examination Program (CLEP) or concurrent enrollment with high school do not apply towards the live-on requirement. Students are also required to carry a 19 Meal Plan or 200 Meal Plan (all Traditional Meal Plans come with Dining Dollars automatically).

The contract is for an academic year (fall and spring semesters); meeting these requirements during the academic year does not make you eligible for a contract release. Dining Services is obligated to provide all students living in the residence halls a Traditional Meal Plan to ensure access to well-balanced meals prepared in a healthy environment. Kitchens provided in residence halls are for occasional communal needs only. These facilities are not equipped to provide meal preparation for individual students.

Supporting Documentation

Place a check in the box next to the category for which you are requesting release. Read the requirements for supporting documentation and check off each applicable document you have supplied. Completed requests must contain the petition form, a detailed letter from the student, and attached documentation. All supporting documentation must be from a non-bias source. **Incomplete requests will not be reviewed.**

The following documentation guidelines are provided to assist you in determining the appropriate information to provide. Documentation serves as the foundation that legitimizes your request. An impartial individual who is not a family member of the student must originate the document. Statements from the student or the student's family members without supporting documentation will not be reviewed. The student may be contacted for an interview if clarification is necessary. **All documents submitted are confidential and will only be reviewed by the appropriate University personnel in accordance with FERPA and HIPPA regulations.**

**PLEASE READ AND COMPLETE ALL REQUIREMENTS FOR SUPPORTING DOCUMENTATION.
INCOMPLETE REQUESTS WILL NOT BE REVIEWED.**

Financial Hardship (for both housing and dining contracts)

A student may qualify for release based on financial hardship if there has been a significant change in the income of either the student and/or the student's parent/legal guardian since the date of the housing & dining contract. This may include, but is not limited to, loss of income due to job loss or reassignment, death, added debt due to substantial medical conditions, etc.

Recommended documentation includes but is not limited to:

- Documents from the employer including pay stubs and letters that reflect both the previous status of the student and/or the student's parent/legal guardian and the change in status since the housing contract and deposit were submitted.
- An original Death Certificate
- Documents from a qualified physician indicating the diagnosis of the illness and how this condition affects the student's and/or student's parent/legal guardian's work status.
- Supporting documents from the employer of the student and/or student's parent/legal guardian indicating how the above medical condition is affecting their employment/income status.
- Documentation to support the claim that financial aid is not available to supplement lost income.
- Documentation to support **ALL** financial aid was accepted.

Dependency of Child (for housing contract only)

Students requesting release based on dependency of a child must show that the dependent needs to move in with the parent (if the parent is a student). Each case will be individually assessed to determine if the housing system can accommodate the student and the dependent child. Release might be granted only if a more suitable accommodation is not available.

Recommended documentation includes but is not limited to:

Court order requiring dependent child moves in with student

Pregnancy (for both housing and dining contracts)

Documents from a physician or other qualified medical specialist indicating the student has become pregnant and approximate date of delivery.

Marriage (for housing contract only)

An Original Marriage Certificate

University Sponsored Internship/Student Teaching/Study Abroad (for both housing and dining contracts)

A letter from the program sponsor indicating the location of the program, details of the program, and dates of participation. The program must require living away from Greeley/local area.

Religious Dietary Requirements (for dining contract only)

Students requesting release based on religious dietary requirements must show that they cannot receive sufficient nutrition in the dining rooms and maintain their religious doctrine. A student requesting a change of residence due to dietary restrictions will need to establish their dietary requirements by:

Recommended documentation includes but is not limited to:

- The student will provide Dining Services a dietary list of all restrictions required to allow one to maintain their religious eating habits.
- The student will provide documentation from an authority of their religion stating the student is a practicing member of their assembly. This statement is to include dietary requirements for religious practitioners.
- Provide personalized dietary restrictions/requirements developed by a Registered Dietitian and prescribed by the student's doctor or Registered Dietitian. Copies of our menus should be submitted to the student's doctor to obtain a detailed explanation from the doctor regarding various menu items and why the student could not eat what is available on the menu. A minimum of four days' menus must be reviewed.

Military

- Original Military documentation

☐ **Qualifying Medical or Psychological Condition** (for both Housing and Dining contracts)

Documentation Guidelines:

Students requesting a petition for release from their Housing & Dining Contract based on disability should submit documentation to the Disability Resource Center (DRC) office. DRC will review documentation for determination of reasonable and appropriate accommodations. Once all required information is submitted to DRC, students will be notified of a decision by email within 10 business days. Should a petition be approved by DRC, the approval will be backdated to the date all information for the request was submitted (for reimbursement purposes). DRC will also communicate with the Housing & Residential Education office on the status of your approval.

Students requesting to be released from the Housing & Dining Contract based on severe allergy are required to submit the [Severe Allergy Documentation Form](#), which must be completed in its entirety by the student's treating physician for allergies. All other requests based on disability should follow the documentation guidelines below.

Eligibility for accommodations and services are established through information obtained from the student's self-report and submitted documentation. The documentation must be on letterhead, typed, dated, and signed. The information must be from a qualified/licensed professional (e.g., physician, psychiatrist, psychologist, mental health counselor, etc.), who is unrelated to the student, and whose credentials permit the evaluation of the disability. The following guidelines are provided to assist students in obtaining documentation to establish the need for reasonable accommodations:

1. A clear statement of the medical and/or psychiatric diagnosis (i.e., ICD-10, DSM-5) with a description of the student's current symptoms (if applicable, specify if the diagnosis is in partial or full remission);
2. Date of the initial diagnosis and/or date of the most recent visit with the student for this diagnosis;
3. Information regarding the functional impact or limitations of the condition or disability on the student's learning and other major life activities;
4. The impact of medication on the student's ability to meet the demands of the postsecondary environment, if relevant;
5. The expected duration, stability, and/or progression of the disability.
6. For students who experience flare ups or intermittent symptoms, describe the current severity, duration, and frequency;
7. For students with a documented learning disability: documentation ideally includes a comprehensive evaluation of intelligence and academic achievement, with standardized scaled scores and composite scores to support the diagnosis or eligibility classification. This is commonly included in a psychoeducational evaluation conducted by a school psychologist or a licensed psychologist;
8. Suggest recommendations for accommodations and/or services that the student may require.
- 9. For Housing requests the following information is also required:**
 - a) State the specific accommodations that are needed in housing;
 - b) Describe how the student's medical/psychiatric condition necessitates the need for the requested housing accommodation, as it relates to the student's disability;
 - c) Demonstrate how the specific room design and/or living environment will help to mitigate the student's symptoms;
 - d) State whether, based on disability reasons, the specific housing request is a preference or a required accommodation.

Further assessment or additional documentation may be necessary, if the documentation does not support the requested accommodations. Please contact DRC at (970) 351-2289 if you have any questions. All documentation is considered confidential and should be sent to:

University of Northern Colorado
Disability Resource Center
Michener L-80 • Campus Box 139
Greeley, CO 80639
970-351-2289 • Fax: 970- 351-4166
DisabilitySupport@unco.edu