



# HOUSING & DINING CONTRACT PETITION FOR RELEASE

Students petitioning for release from their Housing & Dining contract must complete the steps listed below.  
**INCOMPLETE REQUESTS WILL NOT BE REVIEWED.**

1. Complete the information provided on page 1.
2. Submit a letter (from the student) describing the situation in detail.
3. Provide required documentation as outlined in the following pages.

Submit completed requests (including items 1, 2, and 3 listed above) to [housing@unco.edu](mailto:housing@unco.edu) or mail your information to:  
 Housing & Residential Education  
 Tobey-Kendel Hall, Room 199  
 Greeley, CO 80639

If you are requesting to be released from your dining contract only, please submit your forms/documentation to [diningservices@unco.edu](mailto:diningservices@unco.edu) or:  
 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 Hall and Room Number): \_\_\_\_\_ 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  
 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 statements made in this petition are true, complete, and correct to the best of my knowledge and are being 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.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY:**                  Date: \_\_\_\_\_                  Received By: \_\_\_\_\_                   **Granted**  **Denied**

**PLEASE READ THE ATTACHED REQUIREMENTS FOR SUPPORTING DOCUMENTATION AND INCLUDE WHAT IS RELEVANT FOR YOU. INCOMPLETE REQUESTS WILL NOT BE REVIEWED.**

**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. Petitioning for release from your meal plan does not end your privilege to eat. If you are released from your On Campus Meal Plan, 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
- Dependency of Child / Pregnancy
- Marriage
- University Sponsored Internship / Student Teaching / Study Abroad (requires you to live away from the Greeley/local area)
- Religious Dietary Requirements
- Military
- COVID-19 (Fall 2020 or Spring 2021 only)
- Qualifying Medical or Psychological Condition

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 at least a 14 Meals Per Week meal plan (all first-year On Campus 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 an On Campus 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 HIPAA regulations.**

## **Financial Hardship** (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 contract/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.
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## **Dependency of Child** (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
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## **Pregnancy** (both housing and dining contracts)

Recommended documentation includes but is not limited to:

- Documents from a physician or other qualified medical specialist indicating the student has become pregnant and approximate date of delivery.
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## **Marriage** (housing contract only)

Recommended documentation includes but is not limited to:

- An Original Marriage Certificate
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## **University Sponsored Internship/Student Teaching/Study Abroad** (both housing and dining contracts)

Recommended documentation includes but is not limited to:

- 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.
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## **Religious Dietary Requirements**

(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:

- Dietary list of all restrictions required to allow one to maintain their religious eating habits.
  - 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.
  - Personalized dietary restrictions/requirements developed by a Registered Dietitian and prescribed by the student's doctor or Registered Dietitian. Copies of UNC 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.
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## **Military**

(both housing and dining contracts)

Recommended documentation includes but is not limited to:

- Original Military documentation
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## **COVID-19: available for Spring 2021 only**

(both housing and dining contracts)

Due to care and concern for our campus community during this pandemic, we are allowing students to petition for release that meet the following criteria. Both criteria must be met to be considered for release.

1. Students are taking all of their classes online (without any face-to-face instruction).
2. Students are living at home with their parent/legal guardian.

*Note: This release may have an impact on the student's financial aid, and we highly encourage you to contact the Financial Aid Office at [ofa@unco.edu](mailto:ofa@unco.edu).*

### **Documentation Needed:**

#### From The Student

- Provide a letter stating your reasons to be released from your Housing & Dining contract.
- Provide your class schedule showing the delivery method. You must be taking all of your classes online, without any face-to-face component. Your class schedule will be re-checked after the final day to add/drop classes.
- Include a copy of the photo ID of the student (such as driver's license) with the same address as your parent/legal guardian.

#### From The Parent/Legal Guardian

- Provide a letter stating that your student will be living at home with you.
  - Include a copy of the photo ID of the parent/legal guardian (such as a driver's license) with the same address as your student.
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## ☐ Qualifying Medical or Psychological Condition

(both housing and dining contracts)

Students requesting a petition for release from their Housing & Dining Contract based on disability should submit documentation to the Disability Resource Center (DRC). The 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 it does not support the requested accommodations. Please contact DRC if you have any questions. All documentation is considered confidential and should be sent to:

Disability Resource Center  
University of Northern Colorado  
Michener L-80 • Campus Box 139  
Greeley, CO 80639

Phone: 970-351-2289  
Fax: 970-351-4166  
Email: [DRC@unco.edu](mailto:DRC@unco.edu)