



PETITION TO CANCEL RESIDENCE LIFE AND HOUSING CONTRACT

The Department of Residence Life & Housing allows residents who wish to cancel their contract the ability to submit a petition for termination. The petition is reviewed on the 1st and the 15th of each month and can take up to 30 days for a decision once all documents have been received. Students must complete the steps listed below for consideration.

1. Complete all information and checklists provided on this form.
2. Provide a clear written statement of why you are petitioning to be released.
3. Provide all required documentation as outlined on the following pages.

INCOMPLETE PETITIONS WILL NOT BE REVIEWED.

Petitions should be placed in a sealed envelope and addressed **ATTN: Customer Service Specialist**. Submissions are received at the Housing Operations Office located at the **LaPlata House, Monday-Friday from 8am-5pm**.

Petition Checklist and Documentation

PLEASE READ AND COMPLETE ALL REQUIREMENTS FOR SUPPORTING DOCUMENTATION.

INCOMPLETE PETITIONS WILL NOT BE REVIEWED.

Student Information:

First Name _____ Last Name: _____ Student ID _____

Building _____ Room #: _____ Bed#: _____ Cell/Phone _____

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

Parent/Guardian’s Home Address: _____

Rental/Lease Property Address: _____

****FIRST-YEAR HOUSING EXEMPTIONS ARE NOT ACCEPTED AS REASON TO PETITION AFTER OCCUPANCY***

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. Decisions may not be finalized within 30 days if the Committee requests additional documentation. **Documentation must be clearly scanned in PDF form or printed; photos of documents will not be accepted.** You should always redact social-security numbers.

I understand that if this petition is denied, I shall remain responsible for all charges under the terms set in the Housing Contract. If this petition is approved, I forfeit return of my security deposit; damage and additional charges may be assessed based on condition of the room at check-out. Appropriate funds will be credited to student’s UCCS account only upon petition approval, the amount will be pro-rated according to approval date.

Student Signature _____ **Date** _____

FOR OFFICE USE ONLY:
Date Received _____ Date Decision Finalized _____ _____ Granted _____ Denied

ATTENTION STUDENTS:

Please be aware that you have signed a legal and binding academic year contract (fall and spring semesters). Residence Life & Housing offers this petition for consideration of extreme circumstances and makes no guarantees that meeting any of the conditions outlined in this document will release you from your contractual obligation. *Petitions for contract termination are evaluated based upon a change in status which has occurred since the beginning of the contract period.*

***I request to be released from my Residence Life & Housing agreement beginning (date): _____
and have submitted documentation in support of the following reason(s): _____***

Marriage/Domestic Partnership

Student must provide a certificate of marriage or legal domestic partnership

Educational Requirement

Subject to verification, provide documentation to show you are studying abroad or in a student exchange program.

Financial Hardship

*Students must complete the entire checklist for consideration. A student may qualify for release based on financial hardship if there has been a significant change since the date of the housing contract was signed. Reasons may include, but are not limited to, loss of income due to job loss or reassignment, death, added debt due to substantial medical conditions, etc. **Please do not email sensitive information such as tax returns listing social security numbers or other personally identifiable information. You should always redact social security numbers.***

Financial Petition Checklist:

You MUST email **housing@uccs.edu** to set up a meeting to discuss possible housing options

Name of staff member: _____

You MUST meet with a member of financial aid to discuss your financial options

Name of staff member: _____

Have you completed the Free Application for Federal Student Aid (FAFSA)? **YES** **NO**

Prior to submitting a financial hardship petition, the committee recommends that you have completed a FAFSA for the current academic year online at www.fafsa.gov. Should you choose not to complete the FAFSA, the committee will make a decision based upon the information available at the time the petition is submitted.

Required Documentation:

- A personal statement detailing the change in financial situation, completed by the student**
- A complete copy of your UCCS Financial Aid package
 - Documentation to support the claim that financial aid is not available to supplement lost income
- Documentation to support the claim that moving off-campus will offset the financial burden
- Letter of termination or reduction in hours from employer; *Indicate if you received unemployment benefits or a severance from your employer (as applicable)*
 - Pay stubs showing reduction of income or hours; *provide at least 2 months*
- An original Death Certificate *(as applicable)*
- Other *(as applicable)*

Residence Life and Housing

La Plata House • 4725 Clyde Way • Colorado Springs, CO 80918
t 719-255-4042 • f 719-255-4326 • housing@uccs.edu

Medical Reasons

All of the following criteria must be addressed in the documentation required to support your petition. **Medical petitions will not be reviewed until appropriate documentation has been received.** In addition to providing this documentation, we recommend signing a Housing Petition Records Release allowing a UCCS provider to contact your documenting provider with any additional questions.

Required Documentation:

- Provide a personal statement that addresses your rationale for submitting this petition.**
 - Explain how living on campus increases symptoms or adversely affects proper treatment of the condition.
 - Address what steps have you taken to improve your condition prior to submitting this petition.
 - If unable to make accommodations on campus, explain the treatment plan and how living off campus will enhance this treatment plan.
- Official DSM or ICD diagnosis code related to your adverse symptoms or condition.**
 - Must be submitted from a licensed medical provider that is not an immediate family member.*
 - Documentation must be on official office letterhead with the medical provider's official signature and date of visit.*
 - Documentation MUST explain how living in Housing increases symptoms or adversely affects proper treatment of the condition.*

Housing Petition Records Release

By signing below, I, _____ give permission for a healthcare provider in the UCCS Wellness Center to contact my documenting provider if additional information is needed. I understand that all medical records I release will be kept confidential by the Housing petitions committee.

Signature

Date

Unusual Circumstances

For all other petitions, you must meet with the Housing Customer Service Specialist to determine what documentation is needed. **The desire to live elsewhere, roommate conflicts, or hall related concerns are not grounds for release.** Student is required to provide proof that circumstances have arisen that are not within the scope of the above listed criteria that make living on campus a hardship.

Required Documentation/Steps:

- Student MUST meet with a Residence Hall Manager prior to submission
- Provide a clear personal statement that addresses your rationale for submitting this petition.
 - Explain how living in Housing is a hardship that cannot be accommodated.
 - Explain the steps you have taken to improve your circumstances before submitting this petition.
 - If unable to make accommodations on campus, explain your plan of action and how living off campus will help improve your circumstances.
- Provide any documentation that will clarify your circumstances (*see Customer Service Specialist*)
Please note: if the Committee requests additional documentation after petition submission, decisions may take longer than 30 days to finalize.

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