



The Housing Contract Appeals Committee rarely approves release from the License Agreement for reasons other than medical, psychological or financial. Before submitting an appeal, you must first discuss your situation with your Community Director or her/his supervisor (Residential District Assistant Director). S/he will work with you to find possible solutions for your concerns within campus housing. You are expected to consider and try offered solutions **BEFORE** submitting a formal appeal.

Invalid Reasons for Submitting an Appeal

The following reasons are not considered valid for requesting release from your License Agreement:

- Concerns with roommates and/or behavior in a residence hall/apartment – Residents are expected to resolve conflicts with one another, to request assistance from staff, and/or to relocate to another room, residence hall or apartment.
- Eviction for conduct reasons or other conduct-related sanctions – Appeals of conduct sanctions should be submitted to Housing & Residential Life’s Behavioral Education Office in accordance with instructions provided with those sanctions.
- Health and medical conditions or disabilities for which reasonable accommodation can be provided in campus housing facilities – Housing & Residential Life has a number of accommodations that meet the needs and requirements of students with medical conditions or disabilities. Please direct requests for such accommodations to the University’s Disability Resources Center (DRC). The Housing Contract Appeals Committee will only consider release from the License Agreement if Housing & Residential Life is unable to offer accommodations recommended by the DRC.
- Availability of less expensive housing – Without compelling financial need, appeals will not be considered based solely on the availability of less expensive housing.
- Moving to a Greek chapter house – Being invited to live in a chapter house is not a valid reason for appeal approval at any time during the academic year.

Student Requirements

If offered solutions have been tried and failed, or no reasonable solution was available to you, and you choose to submit a formal appeal, please type and deliver your appeal statement, with 1) your completed *University Housing License Agreement Appeal Form* and 2) verifiable documentation supporting the reasons for your appeal, to the Community Director/Residential District Assistant Director with whom you worked. The Community Director/Assistant Director will review your appeal, add a written statement describing her/his interactions with you and what s/he knows about your situation, and forward your appeal to the Housing & Residential Life office for Housing Contract Appeals Committee review. Your statement should answer the following questions:

- 1) When do you wish to move out of campus housing (or when did you do so)?
- 2) What is the problem and why is it significant?
- 3) How is this problem **uncontrollable** by you or your parents?
- 4) Why was this problem **unforeseeable** by you or your parents?
- 5) What efforts have you made to resolve the problem?
- 6) When, and to what extent, have you consulted with your Community Director about this problem?
- 7) If you are released from your License Agreement, where do you intend to live?
- 8) In what way will your new living environment resolve the problem?