



SUFFOLK UNIVERSITY
RESIDENCE LIFE & HOUSING

Dear Residence Hall Student,

Attached is a Petition For Release from your residence hall License Agreement and/or on-campus meal plan (the “License Agreement”). The License Agreement that you signed is a legally binding document that requires you to live in Suffolk University housing for the full academic year and pay the associated costs. All residence hall License Agreements are for the full academic year (both Fall and Spring semesters). However, Suffolk University allows students, in extreme circumstances, to be released from the obligations under the License Agreement. To be eligible for an release, you must present sufficient information that there has been an unforeseen and significant change in your life since your execution of the License Agreement that prevents you from complying with your obligations under the License Agreement.

As stated in the License Agreement, all students residing in University Housing (except those living in the Ten West apartments) are required to be on a meal plan both Fall and Spring Semesters. To be eligible for an release from the meal plan only, you must present sufficient information of medical dietary restrictions or religious concerns that prevent you from eating in the on-campus dining facilities.

Please carefully read the attached Food & Housing Petition Documentation Guidelines and complete the Petition For Release From License Agreement (the “Petition”) as thoroughly as possible. In addition to the completed Petition, you must submit a typed letter detailing why you are unable to uphold your obligations in the License Agreement. You must also submit sufficient documentation to support your Petition. Please include as much documentation as possible for the Food & Housing Petition Board to thoroughly assess your request. A detailed description of the recommended types of documentation is provided in the guidelines but examples include:

- **Medical Inability:** A signed, detailed explanation from your treating physician detailing why your health would be negatively impacted by continuing to live on campus. The physician must explicitly outline the living conditions he/she recommends would best suit your needs.
- **Financial Inability:** Any financial record(s) that show the significant change in financial status that prevents you from fulfilling the terms of the License Agreement, including but not limited to pay stubs, bank statements, etc.
- **University-Sponsored Activity:** Proof of participation from the University Office or Department. The letter must include the dates of participation. This category includes studying abroad.
- **University Withdrawal and/or Transfer from Suffolk University:** Proof of withdrawal or transfer from the University is required.
- **Meal Plan Release:** Medical dietary restrictions and/or religious concerns.

Please refer to the attached guidelines for more detailed information on the required documentation.

When complete, you must set up a meeting and submit all materials to your Residence Director. The Board will then make a decision on your request for a release from your License Agreement as soon as possible. Please note that approval is NOT guaranteed. Residence Life will send its decision to your Suffolk University email account. If your Petition is denied, you will be given the opportunity to appeal if you are able to provide new information that was not available at the time you submitted your Petition.

If you have additional questions, please contact your Residence Director.

Sincerely,

Joshua T. Cheney
Associate Director
Residence Life & Housing

Guidelines For Submitting A Petition for Release From A License Agreement

1. It is important that the student (Petitioner) clearly state the reason for seeking a release from his/her housing license agreement in a detailed typed letter.
2. The Petition will not be accepted for review without the documentation that supports the reason for the Petition. In other words, it is the responsibility of the Petitioner to provide the information which supports his/her claim that a significant and unforeseen change in circumstances has occurred since the date the Petitioner executed the License Agreement that prohibits the Petitioner from fulfilling his/her obligations. It is not the responsibility of the Residence Director or the Food & Housing Petition Board to gather this information on the student's behalf.
3. The Petitioner must schedule an appointment with the Residence Director in order to file the Petition. In this meeting, Petitioner must submit to the Residence Director all the documentation supporting his/her Petition. The Residence Director will review all the documentation, and if s/he determines that the Petition is not sufficient, the Petition will not be accepted and will be returned to the student to submit additional documentation. If the Petition is accepted, it is then signed by the Residence Director and submitted to the Board for review.
4. The Food & Housing Petition Board is comprised of representatives from some or all of the following offices: Residence Life & Housing, Off Campus Housing Office, Student Accounts, Financial Aid, Disability Services, Interfaith Center and Sodexo (food services). Food & Housing Hearings will take place from 1:00 PM to 2:30 PM on Thursday, November 10, 2011 and Thursday, December 1, 2011 and from 9:00 AM to 5:00 PM on Friday, December 9, 2011. The Petitioner has the option to attend or not attend the hearing. The review of the Petition will be based on the merit of the Petition, not whether the student did or did not attend a hearing.
 - a. If the Petitioner chooses not to attend the hearing, fails to indicate that s/he will "attend" or "not attend" the hearing on the Food & Housing Petition, or does not attend the scheduled hearing, the Petition and supporting documentation will be reviewed by the Board. The Board will typically make a decision within 2 week of receiving the petition.
 - b. If the Petitioner indicates that s/he will attend, s/he will receive an email to his/her Suffolk University email account with the date, time and location of the hearing. Only class schedules will be considered in a request to reschedule a hearing. At this hearing, the Petitioner will be given the opportunity to state his/her reasons in support of the Petition. The Board may ask the Petitioner questions concerning the Petition. The Board will make decisions on Petitions in a closed deliberation session following each hearing.
5. **For those students seeking a release for the Spring Semester, the completed Petition and related materials must be submitted to the Residence Director by Friday, December 2, 2011 in order for a decision to be rendered prior to the beginning of the of the Spring Semester.** Due to the demands on staff time related to the end of the semester closing of the residence halls, any Petitions received after this date may not be reviewed and decided upon until after the Spring Semester begins. Petitioners who submit their Petition after the Friday, December 2, 2011 deadline may not have the option to be present at the hearing.
6. Decisions are based on the documentation provided and information presented at the hearing, if applicable. The decision is delivered to the student in the form of a letter of approval or denial which is sent to the student's suffolk.edu email address. It is the student's responsibility to respond accordingly.
 - a. If a Petition is approved, the student will be given a time frame in which to officially check out of the residence hall. Failure to check out within this time frame may result in Suffolk withdrawing its granting of the Petition.
 - b. If a Petition is denied, the letter of denial may include alternate on-campus housing accommodations or options that may satisfy the student's stated needs. The denial letter will also include specific appeal information. Failure to comply with the appeal procedure will result in the denial of an appeal. Appeals are only considered if NEW information, which was not available at the time the Petition was filed, is submitted to the Board.
7. **Food & Housing Petitions will not be accepted after Friday, March 9, 2012**
8. Listed below are some examples of types of documentation that may be provided in support of the Petition. This is not meant to be an exhaustive list, but rather an indication of the types of materials that may be useful as the student gathers information to support the request for a release from his/her License Agreement.
 - a. **Medical Inability:** Students must provide a signed, detailed statement from a current treating physician detailing exactly how the particular medical/physiological condition is negatively impacted by residence living; the physician needs to include an explicit recommendation of the specific type of housing arrangement the student requires because of this condition. Specific information about the illness/injury, date that it first occurred, treatment plan, follow up visits, expected duration, special equipment needed, medication being taken, details about a special diet, etc. are necessary. Other related medical documents/records may be helpful as well. Documentation of increased medication frequency or dosage, or increased frequency of office visits (if these factors apply) may be helpful to prove that a change has occurred since moving into the residence halls.
 - b. **Financial Inability:** Students must provide any type of financial records that show the change in financial status that has caused the student to be unable to fulfill his/her License Agreement obligations. To prove a decrease in income/revenue has taken place, it is necessary to submit documentation of the state of the student's and/or parents' or guardians' finances prior to and after the change in circumstances. Documents such as pay stubs, tax forms, bank statements, leases, notes from employers, etc. generally can verify the financial state of a student and/or parents/guardians prior to any change that may have occurred. It is important to be able to verify the date that the financial change occurred, the cause of the change, and any actions taken to attempt to alleviate the financial strain; layoff notices, unemployment compensation reports, insurance reports, unanticipated bills not covered by insurance, bankruptcy petitions, divorce decrees, wills and pay stubs are all types of documents that may be useful, depending on the circumstance. It is important to note that if a student is considered financially dependent (by financial aid and federal government guidelines), the parents' financial information must be considered even if the parents say they are not contributing to the student's education.
 - c. **University-Sponsored Activity:** Students must provide proof of participation in the University-sponsored activity from the appropriate Office or Department. The letter must include the dates of involvement in the activity.
 - d. **University Withdrawal and/or Transfer:** Students must submit proof of withdrawal or transfer from the University, in the form of a letter signed by the Dean of Students.
 - e. **Meal Plan Release Only**
 - a. **Restricted Medical Diet:** Students must provide a signed, detailed statement from a current treating physician detailing exactly how the particular medical condition is negatively impacted by using the on-campus dining services; the physician needs to include an explicit recommendation that the Petitioner not use the on-campus dining services because of this condition. The statement should include specific information about the condition, date that it first occurred, treatment plan, follow up visits, expected duration, medication being taken, details about a special diet as well as foods the Petitioner may eat (use brand names if appropriate) etc. Other related medical documents/records may be helpful.
 - b. **Religious Concerns:** Students must provide a signed, detailed explanation from a current clergy member that explains the Petitioner's dietary needs and/or restrictions.
 - c. **Dietary lifestyles, such as vegetarian, vegan, etc. are NOT sufficient reasons to file a Petition to be released from the on-campus dining meal plan.** Students are encouraged to speak with a Sodexo Manager directly to arrange dining options.

Suffolk University

Residence Life & Housing

Petition For Release From License Agreement

Date Petition Initiated _____ Date Submitted to Residence Director (RD) _____

Last Name _____ First Name _____ Middle _____

Suffolk ID _____ Suffolk Email Address _____

Campus Building Address _____ Campus Room Number _____ On Campus Box Number _____

Home Address Number _____ Home Address Street _____ Home Address Apt Number _____

Home City _____ Home State _____ Home Zip Code _____

Cell Phone Number _____ Home Phone Number _____

Credit Hours Completed _____ Major _____

Applied for Financial Aid? Yes No Would you like to attend the hearing? Yes No

State the primary reasons you are seeking a release of your License Agreement (Please include a typed written statement detailing the reasons you are submitting this Petition):

This Petition is for release of the following (check one):
 Release of Housing License Agreement (including meal plan) effective: _____
 Release from the Suffolk University Dining Meal Plan ONLY effective: _____

The reason for the housing Petition is (check one):
 Medical Inability Financial Inability University Program Transfer/Withdrawal
 Other: _____

The reason for the Meal Plan Petition is (check one):
 Restricted Medical Diet Religious Other: _____

All Residence Life & Housing License Agreements are for the entire academic year. Suffolk University will only release students from the Agreement under specific circumstances.

To obtain a release, the student must prove that there has been a significant and unforeseen change in circumstances since the student executed the License Agreement that prohibits the student from fulfilling the obligations under the Agreement.

A Petition will not be accepted for review without appropriate supporting documentation and Residence Director approval.

Submission of this Petition and supporting documentation does not guarantee that a student will be granted a release from the License Agreement, but merely provides that the Petition will be properly reviewed and evaluated.

I have read this Petition, the accompanying letter from Joshua Cheney, and the Guidelines for Submitting a Petition for Release from a License Agreement, and I acknowledge that I understand the information contained therein, including that it is my obligation to provide any and all relevant information in support of my Petition. By signing this Petition, I represent that all of the information contained herein as well as in the documentation accompanying the Petition is truthful, accurate and complete. I acknowledge and understand that providing information that is not truthful, accurate or complete will subject me to disciplinary action, up to and including expulsion from Suffolk University.

Student Signature: _____ Date: _____
 ===== STAFF USE ONLY =====

RD Signature: _____ Date of RD/Student Meeting: _____ Dated Forward to Board: _____