



Framework for Petitions:

The Housing and Food Petition Board (hereafter referred to as "the Board") will hear petitions from students (hereafter referred to as "the Petitioner") who are requesting a change, modification and/or termination of the "Suffolk University License Agreement" (hereafter referred to as "the Agreement").

All decisions will be made by the Board. In extraordinary cases, a review may be made by the Vice President for Student Affairs. In order to maintain the mission and integrity of the Board, the role of this individual should be perfunctory.

Members of the Board:

- Director of Residence Life & Summer Programs
- Associate Bursar or representative, Office of the Bursar/Student Accounts
- Associate Director of Financial Aid or representative, Office of Financial Aid
- Director of Retention Services, Enrollment and Retention
- General Manager of Sodexo for Suffolk University
- Substitutions are at the discretion of each individual Board member

Petitioners Responsibilities:

A. Complete the Housing and Food Petition and attach all appropriate documentation, i.e. medical, financial, diet information, religious restrictions, etc.

B. Return the petition and supporting documentation directly to the Director of Residence Life & Summer Programs. Please indicate on the Petition if the Petitioner requests to attend the hearing. If the Petitioner does not wish to attend the hearing, the petition will be reviewed in his/her absence.

C. If the Petitioner chooses not to attend the hearing, the petition and supporting documentation will be presented to the Board. The Board's decision will be made (assuming they have all of the necessary facts) and their decision will be communicated in writing to the Petitioner within five days of the hearing date.

D. If the Petitioner chooses to attend the hearing, he/she will be given the opportunity to state his/her case. The Board may then ask the Petitioner questions concerning the circumstances of the petition. The Board will make decisions on any Petitions heard on a given day, in a closed deliberation session following each hearing.

E. If a Petitioner has a dietary issue or concern, a one-on-one meeting with the Manager of Sodexo at Suffolk University is required before the petition will be heard by the Board.

F. If a Petitioner has a financial concern AND is receiving financial aid, a meeting with their Financial Aid representative is advised.

Guidelines for Petitions:

A. To be released from the Agreement, the Petitioner must demonstrate his/her inability to fulfill the Agreement. The petition must be substantiated by documentation, i.e. detailed written statements from doctors, banks, parents, etc. The opportunity to live in less expensive accommodations in and of itself is not reason enough to grant release from the Agreement. Reducing academic load to part-time status does not in and of itself is not reason enough to grant release from the Agreement.

B. All Petitioners who wish to be released for medical reasons should submit documentation from the students attending physician including the following information:

- diagnosis
- treatment plan
- why student is unable to follow treatment plan while living on campus

C. All Petitioners who wish to terminate or modify only the meal plan portion of his/her Agreement, must demonstrate his/her inability or inappropriateness to eat in the residence dining hall. Petitions must be substantiated with written documentation from the attending physician outlining the following:

- diagnosis
- treatment plan
- why student is unable to follow treatment plan while living on campus
- a detailed outline of proposed diet for the Petitioner must accompany all medically and/or nutritionally related petitions
- a letter of explanation and diet from a clergy person must accompany all religious related petitions

Conflicts in the Petitioners schedule, i.e. work hours, class hours. etc., will not be considered valid reasons for modification or termination of the meal plan.

D. Board members may suggest appropriate alternative courses of action for Petitioners (i.e. applying for financial aid sources, etc.). Follow through on these suggestions must occur before the Board will make a final decision.