



Department of Residence Life & Housing

73 Tremont Street
Boston, Ma 02108

617-305-2500
617-305-2504 (Fax)

www.suffolk.edu

Dear Residence Hall Student,

Attached is a Petition for Release from your Residence Hall License Agreement (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. As stated in the License Agreement, all students residing in University Housing (except those living in the 10 West and the 1047 Commonwealth Avenue apartments) are required to be on a meal plan both Fall and Spring Semesters. Suffolk University allows students, in extreme circumstances, to be released from the obligations under the License Agreement. To be eligible for 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.

Food & Housing Petitions can be submitted either during a semester for that current semester or at the end of the Fall semester for consideration for Spring semester. Deadlines for submission are detailed in the accompanying Guidelines. Please carefully read the Guidelines for Submitting a Petition and complete the Petition and accompanying documentation as thoroughly as possible.

Petitions for all reasons other than medical should follow the process outlined in the accompanying Guidelines. If you are submitting a Petition for medical reasons, please review these additional instructions:

- If you are seeking a release from the meal plan due to medical dietary restrictions, do not submit this form. Instead, you may submit a Meal Plan Accommodation Form through the Office of Disability Services located on their website. Please note that a dietary lifestyle such as vegan or vegetarian is not sufficient reason to file a petition, and students are encouraged to speak with a Sodexo manager directly to discuss dining options.
- If you are seeking financial consideration after leaving Suffolk University or housing for a medical reason, do not submit this form. Instead, you must request this consideration from the Dean of Students Office when withdrawing or taking a leave of absence. You may be required to submit paperwork including documentation of your change in medical status to the Dean of Students Office or the Office of Disability Services.
- If you are petitioning in advance of leaving housing to be released from your License Agreement for any medical reason, you should submit this petition. After receiving your petition, it will be directed to the Office of Disability Services and/or the Dean of Students Office. You may be required to meet with the Office of Disability Services and/or the Dean of Students Office to submit and review medical documentation. Do not submit your medical documentation with this petition. After consulting with the Office of Disability Services and/or the Dean of Students Office, the Food & Housing Board will make a decision regarding the outcome of your petition.

Completed Food & Housing Petitions must be turned into your Residence Director who will review the Petition in a meeting with the student. The Residence Director will ensure that the Petition is complete, and may ask the student to submit additional materials if the Petition is not complete. When complete, the Petition will then be passed to the Board and will be reviewed in accordance with the Guidelines attached. 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. The decision of the appeal is final.

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

Sincerely,
Residence Life & Housing

Guidelines for Submitting a Petition

1. It is required that the student (Petitioner) submit a detailed statement explaining the reason(s) for seeking a release from the housing license agreement in a supplemental typed statement.
2. It is required that the Petitioner submit any available supplemental documentation that supports the reason(s) for the Petition. In other words, it is the responsibility of the Petitioner to provide the information which supports their 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 their obligations. It is not the responsibility of the Residence Director or the Food & Housing Board to gather this information on the student's behalf. Please Note: Signing a lease for an off-campus apartment is not grounds for release. 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 the License Agreement.
 - a. Change in Financial Status: Any type of financial records that show the change in financial status; documents of the student's and/or parents' or guardians' finances prior to and after the change in circumstances including pay stubs, tax forms, bank statements, leases, notes from employers, etc.; layoff notices, unemployment compensation reports, insurance reports, unanticipated bills not covered by insurance, bankruptcy petitions, divorce decrees, wills and pay stubs 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' or guardians' financial information must be considered even if the parents/guardians say they are not contributing to the student's education.
 - b. Change in Medical Status: You may be required to submit your medical documentation directly to the Office of Disability Services, and you should not submit that documentation with this petition.
 - c. Religious Consideration: A signed, detailed explanation from a current clergy member that explains the Petitioner's needs and/or restrictions.
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 the Petition. The Residence Director will review all the documentation, and if the Residence Director determines that the Petition is incomplete, the Residence Director will give the Petitioner a deadline by which to submit additional documentation. If the Petition is accepted, or after the deadline given by the Residence Director, the Petition is then signed by the Residence Director and submitted to the Board for review.
4. Petitions received after the fifth week of a semester to be released for that semester may not be reviewed for consideration for that semester. **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 7, 2018 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.
5. 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 (dining services).
6. The decision of the Board is delivered to the student in the form of a letter of approval or denial which is sent to the student's Suffolk 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 or a date as of which the housing and/or board charges will be adjusted if the student has already checked out. Failure to check out within this time frame may result in Suffolk withdrawing its granting of the Petition or other financial penalty.
 - 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. The appeal decision is final.

Petition for Release from License Agreement

Last Name	First Name	Suffolk ID
Suffolk Email Address	Student Cell Phone Number	
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
Credit Hours Completed		
Applied for Financial Aid?	Yes	No

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):

- Change in Financial Status: Additional Documentation is Required (See Guidelines)
 Change in Medical Status: Your petition will be forwarded to the Office of Disability Services for Review (See Letter)
 Other: _____: Additional Documentation May Be Required

The reason for the Meal Plan Petition is (check one):

- Religious Consideration: Additional Documentation is Required (See Guidelines)
 Other: _____: Additional Documentation May Be Required

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 be considered for 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 a Residence Director meeting. 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 Residence Life & Housing, 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 dismissal from Suffolk University.

Student Signature: _____ Date: _____

===== STAFF USE ONLY =====

RD Signature: _____ Date Submitted: _____ Date of Meeting: _____ Date Forwarded to Board: _____

Hearing: YES: _____ NO: _____ Decision: _____ Approved _____ Denied

Attended Scheduled Hearing: _____ YES _____ NO _____ N/A Decision Date Sent: _____