

The Housing Agreement 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 (Assistant Director of Residence Life). 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 resident hall/apartment – Residents are expected to resolve conflicts with one another, to request assistance from staff, and/or to relocate to another room, resident hall or apartment.
- Eviction for conduct reasons or other conduct-related sanctions – Appeals of conduct sanctions should be submitted to Residence Life’s Conduct 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 – Residence Life and Housing 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 Office of Disability Services (ODS). The Housing Agreement Appeals Committee will only consider release from the License Agreement if Housing and Resident Life is unable to offer accommodations recommended by ODS.
- Availability of less expensive housing – Without compelling financial need, appeals will not be considered based solely on the availability of less expensive housing.
- Do not want to obtain and pay for a required meal plan.
- Signing of another lease off campus.

### 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 *Housing and Resident Life License Agreement Appeal Form* and 2) verifiable documentation supporting the reasons for your appeal to the Community Director/ADRL with whom you worked. Your statement should answer the following questions:

- 1) What is the problem and why is it significant?
- 2) How has your situation changed since your agreement signing date?
- 3) What efforts have you made to resolve the problem?
- 4) If you are released from your License Agreement, where do you intend to live?
- 5) In what way will your new living environment resolve the problem?