

Housing and Meal Plan Agreement Release Information

Please review this information carefully. To be considered for release, you must submit a complete packet of documentation. If your petition for release is based on lifestyle or residence hall issues, you must meet with your Residence Coordinator (RC) prior to submitting this packet. All information submitted is confidential.

Petition Process

1. Review this information and gather the necessary documentation.
2. Provide a written statement of why you are petitioning to be released.
3. Meet with your Residence Coordinator (RC) to discuss your petition.
4. Submit your completed packet to the Office of Housing and Food Services. The date you submit the **completed** packet will be used to calculate any refund if you are released. **An incomplete packet will only delay your case and reduce your refund if you are released.** A packet judged to be incomplete by the Associate Director of Housing and Food Services will be returned to you. Students who are released from their Agreement (room and meal plan) must complete a proper check out within one week of release to avoid continuing room and board charges.
5. A short time after you submit your packet, you may be contacted to schedule an appointment with the Housing and Food Services representative reviewing your petition. After meeting with you to discuss your petition, he or she will render a decision, generally within 5 working days.
6. If your petition is denied, you may appeal to the Director of Housing and Food Services within 5 working days. Information on the appeals procedure will be provided to you.

Housing Agreement (Room and Meal Plan) Release

Release from the Housing Agreement is considered on the following grounds: **financial, medical/psychological, marriage, and other.**

Financial

To be considered for release on financial grounds, you must document a significant and unanticipated change in your financial circumstances incurred since the time you signed the agreement. You must present the following information:

1. The comparison sheet between current living expenses and anticipated expenses in your proposed alternative.
2. If you are a dependent student as defined by the Financial Aid office, copies of your own and your parent's or guardian's W-2's and tax returns for the previous year, along with a complete listing of your current financial assets (e.g. checking/savings statements) and obligations (e.g. bills, loans, etc.)
3. If you are an independent student, your own W-2's and tax returns for the previous two years and a complete listing of your current financial assets (e.g. checking/savings statements) and obligations (e.g. bills, loans, etc.)
4. Documentation regarding the change in the student's or other financially responsible person's circumstances, for example:

Employment loss: Letter from employer stating and circumstances of termination, date of notification of termination, length of layoff, and any benefits received.

Unforeseen expenses: Bills from auto repair, home repair, health care, or other services, along with insurance and benefits reimbursements, co-pay requirements, etc.

Medical/Psychological

To be considered for release on medical/psychological grounds, you must document medical or psychological conditions affected by residence hall life. Your physician must complete and return the MEDICAL DOCUMENTATION form. Please note that all medical documentation is subject to review by University Student Health Services. **As most people in the Cincinnati area suffer allergies no matter where they live, allergies are not considered an acceptable reason for release.** This is supported by University Student Health Services.

Marriage

To be considered for release on grounds of marriage, you must document your marriage or impending marriage to occur within two (2) weeks. You must present the following information:

1. A marriage certificate for a completed marriage; **or** a marriage license for an impending marriage within two academic weeks. Certificate of completed marriage must be presented within 30 days.

Other

For all other petitions, you must meet with the Associate Director of Housing and Food Services to determine what documentation is needed. **The desire to live elsewhere, roommate conflicts, or hall related concerns are not grounds for release.**

Meal Plan Release

Release from the meal plan is considered on the following grounds: **financial, dietary, and other.**

Financial

You must submit the information outlined in the Room and Meal Plan Release financial section. Submit all information as described below in the Petition Process.

Dietary

To be considered for release on dietary grounds, you must document medical or religious concerns that you believe cannot be met by the meal plan. Following is the proper procedure for requesting a meal plan release:

1. For medical concerns, the MEDICAL DOCUMENTATION form included in this packet must be completed by your doctor and submitted with the petition. This completed packet will be forwarded to the University Health Center for a recommendation. Upon receipt of the recommendation, the Associate Director will advise you of the decision in writing.
2. For religious concerns, outline your dietary needs and include documentation from your clergy with the petition.
3. For reasons other than medical or religious, schedule a meeting with the Associate Director of Housing & Food Services (513-556-6461). Be prepared to present your needs and concerns. The purpose of this meeting is to determine if your needs can be met via special arrangements.
4. The Associate Director of Housing and Food Services will make a decision and reply in writing within 48-hours. Medical releases could take longer, depending upon the ability of University Health Center to contact your doctor.

University of Cincinnati
Office of Housing and Food Services

MEDICAL DOCUMENTATION FORM
To be completed by Physician

_____ is petitioning for a release from the Housing and Meal Plan/Meal Plan Agreement Only (please circle one). This Agreement is binding for the academic year. The information you provide will help us to determine whether or not we release the student from this Agreement for medical reasons. Please complete this form in its entirety.

I. Medical Condition

A. Please specifically explain the student's medical condition as related to release from the Housing Agreement.

B. What is the housing change you are recommending?

C. Why?

II. Environment (Housing and Meal Plan)

A. Please explain the effect of residence hall living on the student's condition.

B. Please comment on the suitability of other residence hall living options, i.e. quiet floors, single rooms, academic floors, etc.

C. Please comment on the advantages of the living space proposed by the student.

III. Restricted Diet (Meal Plan Release) – Please list any dietary restrictions as well as foods that the student may eat (use brand names if appropriate). Use the back of form if necessary.

By my signature, I certify that the above information is correct and that my records and diagnostic tests confirm the need for the change in residence requested. I agree to release those records to John S. Andrews, Jr., M.D., MPH, Director of University Health Services (513-556-6016) upon request. I understand that the medical records I send will be kept in the student’s confidential medical file.

Physician’s Signature

Name of Physician

Date Signed

(Area Code)Phone Number

Address

By signing below, I agree to have my doctor release any medical records requested to John S. Andrews, Jr., M.D., MPH, Director of University Health Services upon request. I understand that the medical records I send will be kept in my confidential medical file at University Health Services.

Student’s Signature

Date Signed