

ON-CAMPUS HOUSING CONTRACT APPEAL
Request for a Residential Policy Exemption or Refund/Cancellation of Housing Fees

The University of Puget Sound is a residential liberal arts college and is committed to an educational mission that supports learning in and out of the classroom. Campus housing is an integral part of this academic experience and enhances student success and learning. Rare exceptions to the residential two year requirement are requested in the following manner.

Appeals to be exempted from the residential requirement or the housing contract must be submitted to the Residence Life office. Contact the Residence Life office for forms and submission deadlines. Housing appeals will be reviewed by Student Affairs and Student Financial Services staff on the basis of financial hardship, documented personal medical/health related need, or other demonstrated extenuating circumstances.

To be considered for financial hardship, a student must be able to demonstrate that their financial circumstances are so severe as to jeopardize their ability to enroll or to continue enrollment at Puget Sound. This type of hardship would typically present itself as an extraordinarily high level of unmet financial need (beyond the Expected Family Contribution), or significantly greater than average student or parent loan borrowing to cover unmet need.

Residents who check out of housing prior to the end of the contract period and whose housing contract appeal has not been approved will be held responsible for the full remaining room cost of the contract.

Submission Deadlines:

If appealing for fall semester, the appeal must be received by July 15th.

If appealing for spring semester, the appeal must be received by December 1st.

Appeal Process:

1. Complete all sections of this form. Incomplete applications will not be accepted.
2. Include any statements, letters or documentation that will verify the information provided in your request. Examples of appropriate documentation include:
 - Letters from physicians, psychologists or others from whom you have sought official assistance. The Office of Residence Life may consult with staff from the Office of Disability Services and the Office of Counseling, Health and Wellness Services to evaluate requests.
 - *Documentation of financial hardship.* The Office of Residence Life will work in cooperation with the Student Financial Services to assess claims of financial hardship.
3. **Return this form and documentation to:**

ATTN: Contract Appeals
Residence Life
1500 N. Warner St. #1003
Tacoma, WA 98416-1003

You will be notified in writing of the committee's decision. All decisions put forth by the committee are final.

If you have questions or need additional information, please contact:
Residence Life (CMB #1003), University of Puget Sound, 1500 N. Warner St., Tacoma, WA 98416-1003
(253) 879-3317, reslife@pugetsound.edu

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Name: _____ UPS ID #: _____

Current Address: _____

Email Address: _____ Campus Mailbox #: _____

Contact Phone #: _____ Date: _____

Below or on a separate piece of paper, please type or neatly print responses to the following questions. Information provided will remain confidential.

- A. What needs do you have that cannot be met in residential housing? What makes your situation unique from that of other students in University of Puget Sound housing?
- B. Describe how your needs changed from those which prompted you to choose to live on campus or permitted you to live on campus in the past?
- C. How have you tried to address those needs using University of Puget Sound resources? Please give specific examples.
- D. What would your new living situation be and how would it meet your needs and/or alleviate your hardship? If your request is based on financial hardship, please be prepared to document why you need a significant adjustment.

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