

Petition       Appeal Committee

Student Name: \_\_\_\_\_ Pacific ID#: \_\_\_\_\_

Current Address: \_\_\_\_\_

Email: \_\_\_\_\_@u.pacific.edu      Phone #: \_\_\_\_\_

Terminate/Alter:    Housing    Meal Plan    Both (Housing and Meal Plan)  
*(Please circle one)*

Reason for Request:    Financial    Other

If you have a disability-related need for housing or dining accommodations, please register with SSD by emailing [ssd@pacific.edu](mailto:ssd@pacific.edu), or visiting [pacific.edu/disabilities](http://pacific.edu/disabilities).

Term:    Fall \_\_\_\_\_    Spring \_\_\_\_\_    Pharmacy Summer \_\_\_\_\_    Summer Session \_\_\_\_\_

**Submission of written statement and documentation is required.**

**WRITTEN STATEMENT AND DOCUMENTATION**

To aid the Housing Petition Review Committee, **you (student) are required to submit a written statement** outlining in detail the reason for your request to alter/terminate the Student Housing Agreement **and additional documentation**. In this petition process, **you need to show what has changed from the time you signed your Housing Agreement until the time of your submitted request.**

**Examples for Additional Documentation:**

**Financial Documentation:**

Loss of income       Personal and/or medical bill(s)       Financial Aid Package Letter

**Official Documentation:**

Marriage/Domestic Partner Certificate/License       Change in legal guardianship       Death Certificate

**Other Documentation:**

Letter from family member(s)       Letter from Advisor (Faculty, Support Staff, Greek, Coach, etc.)

In addition to your submitted written statement and documentation, the Housing Committee may request further documentation, contact and consult with other Residential Life & Housing or University departments and staff members, including, but not limited to: resident staff members, Financial Aid Office, Cowell Wellness Center, and Services for Students with Disabilities. The petition/appeal will not be reviewed if the documentation provided is incomplete or otherwise deemed by the Housing Committee as inadequate to permit a final decision. All Committee decisions will be provided in writing in the form of a letter attached in an email. All documents submitted, including statement, are confidential.

By signing and submitting this form, I agree that I have read and understand the content of this form in its entirety. Additionally, I understand that this form is only a request to alter/terminate sections or the Student Housing Agreement for the term(s) requested and is not guaranteed to be approved. I also understand that if my petition is approved, I will be responsible for the termination fee and pro-rated charges if I have resided in my facility.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## HOUSING PETITION TIMELINE

The following timeline will occur once you have submitted your petition.

- **Preliminary Review**  
This review consists of the Administrative Assistant assessing the submission of the written statement, documentation, and verifying that all required information is included.
- **Primary Review**  
This review consists of the Petition Review Committee's Chair analyzing and authorizing that the documentation submitted supports your reason to terminate/alter your Housing Agreement and is able to be reviewed by the Petition Review Committee or if additional information is needed. If additional information is requested, you will be notified by email with the specific time it needs to be turned in in order for the Petition Committee to review.
- **Adjudication and Notification**  
Once the Committee has received the petition they will make their decision based on the information submitted. After the Committee has reached a decision, you will receive an email to your Pacific email account with an official letter with the committee's decision.

## HOUSING COMMITTEE DECISION

When reviewing a petition, the Committee will carefully review the written statement and documentation provided. The Committee will make a final recommendation: Approve, Deny, Pending submission of additional/specific information. The Committee may also determine that there are on-campus housing options different from your current assignment that could satisfactorily meet your stated needs.

You will be informed of the outcome of this petition/appeal after a decision has been made by the Housing Committee in writing, (letter and email). All information provided is understood to be confidential and will not be shared outside of administration.

Decisions regarding petitions **are made at weekly Housing Petition Committee meetings**. The Housing Petition Committee may consist of the following representatives: AD, RD, Central Office Staff Member, and Housing Petition Committee Chair, and/or University colleagues.

## STUDENT HOUSING AGREEMENT

Housing contracts are legally binding for the entire term of the contract unless you are no longer a registered student of the University of the Pacific, or are attending study abroad/co-op that is not within 30 miles of the campus. **Submitting a petition does not guarantee approval or release** student from any contractual agreement with the Residential Life & Housing Office. Approvals are only granted when the Housing Committee determines that circumstances as explained and supported in the petition are substantially different than at the time of original contract signing.

**All on-campus residents are required to participate in a university/Greek meal plan each semester/term.** Exceptions or reductions to the resident dining plan will only be considered for medical reasons, religious restrictions, financial hardship, or participation in university co-operative experiences.

Please refer to the Student Housing Contract Terms and Conditions for additional information. Copies are available in the Residential Life & Housing Office.

## TERMINATION FEES:

**PLEASE REFER TO SECTION 6 IN STUDENT HOUSING AGREEMENT FOR MORE INFORMATION**

Petitions that were submitted on or before **July 15**, preceding the applicable academic year and pending approval, will have a **\$500.00 termination fee**. Petitions that were submitted on or after **July 16**, preceding the applicable academic year and pending approval, will have a **\$1000.00 termination fee** in addition to any pro-rated room and board charges.

As a reminder, the Housing Petition Review Committee considers the Terms and Conditions of the Student Housing Contract when making a decision. Please refer to the Student Housing Contract Terms and Conditions. Copies of the Student Housing Contract are available in the Residential Life & Housing Office.

**Appeals must include additional information not included with the petition request (first request) and must submit at least 24 hours before your scheduled appointment or review. You may request or be required to meet with the Assistant Director for Housing Administration or designee before submitting additional and further appeal documentation.**