

# PETITION INFORMATION & INSTRUCTIONS

## UNIVERSITY HOUSING AND DINING SERVICES WESTERN ILLINOIS UNIVERSITY

### INFORMATION

All single freshman and sophomore students (as defined in the University catalog) are required to live in University residence halls.

Residence hall contracts are for the entire academic year, or the balance thereof.

Please read all of the following information before completing your request form.

### **SINGLE FRESHMAN AND SOPHOMORE STUDENTS**

All exceptions to the above policy must receive approval in advance by submitting a petition to the University Housing and Dining Services Office, Seal Hall.

Students residing with parents and commuting from parental homes located within a 40-mile radius, veterans with one year of active service, and sophomore students who have resided in University residence halls for two years are exempt from this policy, but must petition the University Housing and Dining Services Office in writing to be granted an official exemption.

Freshman and sophomore students not in compliance with the University residency policy and students in violation of the Terms and Conditions of Residency will have an encumbrance placed upon registration and may be subject to the appropriate financial charges for the period they were not in compliance.

### **SINGLE JUNIOR, SENIOR AND GRADUATE STUDENTS; MARRIED STUDENTS**

All single junior and senior students (as defined in the University catalog), all married students, and all graduate students may reside in accommodations of their choosing if they do not have a current housing contract on file.

### **CONTRACT BREAKAGE FEE**

The Contract for the residence hall accommodations is a legally binding agreement for housing and food service. Contract releases will be considered only if extenuating circumstances prevail and sufficient rationale and documentation are provided. Desire for a different lifestyle or to reside in the community is not sufficient reason.

If a decision to release is granted, the University breakage fee will apply. In addition, the Terms and Conditions of Residency will continue to apply, including loss of the deposit in all instances. The decision regarding whether or not a petition for contract release is granted and a penalty assessed will rest with the appropriate review person.

### INSTRUCTIONS

The following procedures are to be followed when completing the Petition.

Complete all appropriate sections. Be specific. Incomplete applications will be returned to the applicant.

1. Part III of the attached form should be completed by the appropriate office or individual if appropriate documentation and information beyond personal assertion should be submitted. (See "NECESSARY DOCUMENTATION," page 2.)
2. The completed Petition and other required documentation should be submitted to University Housing and Dining Services, Seal Hall. (If documentation is necessary, the form may be sent by the appropriate office or individual.) If a student has a current housing assignment, a contract cancellation form must be completed and submitted along with the completed petition form.

**Western Illinois University  
University Housing and Dining Services  
Seal Hall  
1 University Circle  
Macomb, IL 61455-1390  
(309) 298-2461  
(309) 298-2122 (Fax)**

## NECESSARY DOCUMENTATION FOR PETITION

Documentation relating to the reason(s) for seeking exceptions to the residency policy or release from the residence hall agreement is necessary for the following:

1. **Medical:** A UHDS Request for a Medical Housing Exemption form should be obtained and completed by your personal physician. In addition to your doctor's statement, your medical history and treatment protocol should be sent with your petition.

A copy of the physician's statement and the attached form may be sent to Beu Health Center or the University Counseling Center. After receiving such information, the Beu Health Center or University Counseling Center will forward their evaluation to University Housing and Dining Services Office for use in consideration of your request.

2. **Dietary:** Should follow same procedures as for Medical. Vegetarian diets are not accepted as basis for exception because sufficient food variety is available in residence hall food service units.
3. **Financial:** Requests based upon financial need must be verified by the Financial Aid Office. Students should take the request form to that office. If appropriate, additional documentation may also be submitted. As a general rule, it will be necessary to demonstrate how your financial situation is different from when you signed the original housing agreement. Financial hardship in and of itself will not necessarily guarantee exemption or contract release, since the Financial Aid Office is able to assist students with their financial problems.
4. **Marriage:** Marriage must eventually be substantiated by a copy of the marriage certificate. Failure to file the certificate within one week of the marriage or failure to marry nullifies any exception approval. If a release is requested prior to the marriage, the priest, minister, rabbi, etc., who is to perform the marriage must provide a letter confirming the student's intent to marry.
5. **Living with Parents or Immediate Family:** A statement from parents or legal guardian verifying that the student will reside at the same address as a member of immediate family is required. If a student wishes to live with a relative other than his/her parents, a statement must be sent from the parents and the relative with whom the student intends to live. Brothers and sisters who are students at WIU do not qualify and a student will not be granted an exemption or be released from his/her residence hall contract to live off campus with them.
6. **Military:** A minimum of one year active duty military service verifiable by providing a copy of discharge information (DD 214).
7. **Other:** Please provide appropriate documentation supporting any request in this category.

### REVIEW PROCEDURES

1. Upon receipt of all the required information, the University Housing and Dining Services Office will evaluate your request. You will be notified of a decision as soon as possible. Typically, a decision will be rendered no later than one week after all documentation has been filed in the University Housing and Dining Services Office. All decisions will be communicated in writing.
2. If the student's request for an exception is denied, the student may appeal the decision. An appeal request letter should be submitted in writing to the Housing Appeal Board, University Housing and Dining Services, indicating that it is a petition appeal. Additional information or clarification may be presented or requested and an appointment may be scheduled through the Assistant Vice President's secretary. If the appeal is not approved, the student may submit a final appeal to the Assistant Vice President for Student Services.
3. Submission of an appeal does not relieve a student of any current financial or residency obligations.
4. Students who receive approval for a change of local residency are required to complete a change of address card in the Registrar's Office.
5. Students who receive approval for release from the residence halls, and have a current housing contract, must fill out a Contract Cancellation Form in Seal Hall before being officially released from their contract. The student must also follow correct checkout procedures in the residence hall.



