Step-by-Step Guide to Requesting a Release from your Housing Contract

Step One:
Download the Request for Release Form [here](#), or by visiting the Department of Residence Life website. You can also pick up a copy of the form from the Department of Residence Life Central Office in Simpson 107.

Step Two:
Complete the form and attach a personal statement explaining the circumstances behind your request. Incomplete forms and/or forms missing a personal statement will not be accepted.

Step Three:
Collect any additional documents and/or meet with the necessary outside offices that you will need to support your request. Forms missing additional documents or verification of additional steps will not be accepted.

These documents and/or steps may include but are not limited to:

a. **Enrollment Status**
   i. Providing documentation that supports your change in enrollment status within the University.

b. **Financial Circumstances**
   i. Communicating the changes in your financial circumstances to the Office of Student Financial Aid by visiting the HUB.
   ii. Submitting financial documentation to support the information provided in your personal statement.

c. **Medical Circumstances**
   i. Meeting with the Services for Students with Disabilities Office to discuss your medical need(s) that prompted your request. The Department of Residence Life cannot accept medical documents.

d. **Other Circumstances**
   i. Scheduling an appointment to speak with a member of the Department of Residence Life Request Committee.

Step Four:
Retain a copy for your records and submit the original application to: Department of Residence Life, 1032 W. Sheridan Rd., Chicago, IL 60660; e-mail to [res-life@luc.edu](mailto:res-life@luc.edu); or fax to: 773.508.3311

Step Five:
You will receive a decision e-mail from the Department of Residence Life Request Committee 7-10 business days after your Completed Request is received.
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Appealing a Decision
Residents are given 5 working business days to appeal the decision made by the Request Committee to the Appeals Committee which is made up of the Assistant Director of Resident Services and Programming and an appointee from the Office of Off-Campus Living.

Residents may appeal a decision based on the following criteria:

1. New information not presented in the original request
2. Procedural errors

A statement of intent and new documentation must be submitted in writing according to the instructions given in the Decision Notification.

Approved Requests
Residents who are approved for a release from their Housing Contract will be provided with instructions on completing a check-out from their residence hall. Students who fail to comply with the instructions given may be charged an improper check-out fee.