

# PETITION FOR CONTRACT RELEASE

Lewis & Clark College considers residence hall living to be an integral part of the total education experience. The basic goals of offering the residential experience are to provide students with food and a comfortable place to live, study, and learn. Residence hall living enables students to develop interpersonal skills and intercultural understanding in an atmosphere of mutual support for academic, cultural, and intellectual pursuits. Because of the educational importance of the residence life experience, Lewis & Clark College requires all first- and second-year students to live in a residence hall on campus. Exceptions to this requirement include: living at home with parent/s or spouse; 21 years of age when the semester begins; or participation in a Lewis & Clark sponsored overseas or domestic study program or a non-LC sponsored credit bearing program that can demonstrate a community/group living component. We recognize that a percentage of Lewis & Clark students have some prior community living experience. While it is not our intention to minimize that experience, a previous boarding school experience will not be considered an exception to the two-year (four consecutive semesters) residency requirement.

## Guidelines and Procedures for Petition:

If you wish to petition to be released from your housing contract or from the two-year residency requirement, you must submit a TYPEWRITTEN request to the Office of Campus Living. Please include the following in your written request: your name, your current housing assignment, your telephone extension and your campus box number, so that we may contact you for an appointment with the Contract Release Committee. The following three components must also be included in your petition. Only a complete petition will be reviewed by the Committee.

1. Your specific needs that cannot be (have not been) met in a residence hall and/or how residential living poses a hardship for you. Keep in mind that living on campus presents lifestyle and financial obstacles for everyone (and their families) who attends Lewis & Clark College. It is your responsibility to prove the uniqueness of your situation and the difference between your current circumstances and those of the past that enabled you to live on campus.
2. How you have tried to meet your needs and/or resolve your hardship within the residence life system, and/or the Lewis & Clark community. Have you discussed your situation with your Campus Living Advisor or Campus Living Coordinator? Have you considered other options within the residence halls?
3. Your alternative plans for residency and how these plans will meet your needs and/or alleviate hardship.

Your contractual obligation with the College will be waived only in the case of exceptional need, hardship, or extenuating circumstances. You will have the opportunity to appear before the Contract Release Committee to present your case. (If you cannot appear or wish to have your case heard in absentia, please state so in your letter.) Be prepared to present a strong case and provide supporting documentation. Examples of documentation may include:

1. Letters of support detailing your specific medical or psychological need by your attending physician, licensed counselor or therapist or others from whom you have sought assistance. The letter may include diagnosis, prescribed medication, length of association with current caregiver or other specific needs that cannot be met on campus.
2. If your petition is based on financial hardship, the Committee recommends you meet with a representative from Student Financial Services and obtain an official calculations worksheet.
3. A detailed analysis of your anticipated living expenses, in the event that your request to live off campus were granted.

After reviewing your **complete** petition, the Contract Release Committee, made up of students and staff, will make a final decision in consultation with the Office of Campus Living. You will be notified in writing of the outcome. Decisions of the Committee are final. The Office of Campus Living reserves the right to uphold or waive all housing contracts.

Please call the Office of Campus Living at 503-768-7123 if you have further questions.