

## General Information Regarding Requests to be Released from the Residential Acceptance Agreement, Fall 2008

### **Bowling Green State University is a Residential Campus**

Living on campus is part of the educational experience at Bowling Green State University. As a residential campus, BGSU requires students to live in University-owned residences as a condition of enrollment until they have attained junior level status and/or four semesters of campus residency—unless they are commuting daily from homes of their parents, guardian or spouse (located within a 50-mile radius of BGSU). This residency requirement allows us to provide the highest level of service available to all residential students. Staff, facilities, educational programs, and leadership opportunities are just a few of the areas supported through this residency requirement. In rare circumstances, the Office of Residence Life grants requests to release students from their residency requirement.

**The Office of Residence Life must have complete evidence of extenuating circumstances in order to consider requests to be released from the residency requirement. Releases from the Residential Acceptance Agreement will be considered for the Fall 2008 semester when students can document what specifically has changed in their situation, beyond their control, making it impossible for them to fulfill the Residential Acceptance Agreement.** Exemption from the Residential Acceptance Agreement will be granted when sufficient documentation reflects Residence Life's inability to make reasonable accommodations to provide an appropriate living environment for students. Thus, it is the *student's responsibility* to show cause for being released from the residency requirement.

There are three types of requests that will be considered: personal, disability, and financial hardship. In each case, students will be asked to provide extensive documentation and rationale supporting their request. The next section of this document outlines the requirements for submitting each type of request.

### **Release for Personal Issues**

When students believe they are unable to fulfill their Residential Acceptance Agreement due to personal issues they may:

1. Click on the Appeals link from the BGSU Residence Life webpage. Complete the initial online form. You will then be notified to fill out a personal statement with certain documentation.
2. Type specific statement with supporting documentation, which identifies what has changed in their situation, beyond their control, making it impossible for them to fulfill the Residential Acceptance Agreement.
3. Return the completed document, with all supporting evidence, to the Office of Residence Life (222 Conklin North) by no later than **May 1, 2008**. Requests received past the posted deadline will not be considered.

Students will be notified in writing of the outcome within two weeks of submitting the personal request to the Office of Residence Life. All information is sent through your BGSU account email.

### **Release for Disability**

When students believe they are unable to fulfill their Residential Acceptance Agreement due to a disability, they may pursue being released from their housing obligation. Federal law defines a disability as a

“physical or mental impairment that substantially limits one or more major life activities.” If, after receiving complete documentation from a student’s physician, it is determined that the Office of Residence Life and the Office of Disability Services for Students (DSS) cannot accommodate a student’s disability with on-campus housing, s/he will be released from the Residential Acceptance Agreement.

Students wishing to submit a request to be released from the Residential Acceptance Agreement should:

1. Pick up the guidelines for submitting a request to be released from the Residential Acceptance from the BGSU Residence Life webpage - click on the forms link to download the appropriate form. Please complete the initial form online first. Then you will be prompted to fill out the packet.
2. Complete the materials in the packet, including a personal statement that identifies what has changed with their condition, beyond their control, which inhibits them from fulfilling the terms of the Residential Acceptance Agreement.
3. Return the completed document, along with guidelines from Disability Services, to 413 South Hall. Disability Services will review the information provided, and offer a professional recommendation to the Office of Residence Life.

Students will be notified in writing of the outcome as soon as Residence Life receives the recommendation from Disability Services for Students. This can take up to 4 weeks. Please understand that this is for legitimate medical/disability reasons and there is specific documentation that you must provide. All information is sent through your BGSU account email.

### **Release for Financial Hardship**

When students believe they are unable to fulfill their Residential Acceptance Agreement due to a significant change in their or their parent(s) or legal guardian(s) financial situation, they may pursue a release from their Residential Acceptance Agreement. It is the obligation of the student to quantify how the change in their financial situation is beyond their control and severe enough to prevent them from meeting their financial obligations to Bowling Green State University.

Students wishing to submit a request to be released from their Residential Acceptance Agreement due to a change in their financial situation must:

1. Pick up the guidelines for being released from the Residential Acceptance Agreement for financial hardship from the BGSU Residence Life webpage - click on the forms link to download the appropriate form. Please fill out the initial form first. Significant documentation noting the student’s financial difficulty is required.
2. Schedule an appointment with a Student Financial Aid Counselor in the Office of Student Financial Aid upon completion of the required materials.
3. Take the completed packet of materials to the Financial Aid Office by **May 1, 2008**. Requests received past the posted deadline will not be considered.

Students will be notified in writing of the outcome as soon as Residence Life receives the recommendation from the Office of Student Financial Aid. All information is sent through your BGSU account email.