Live at Home Release Request  
2017-2018 Academic Year

The University of Denver residency requirements states that all unmarried undergraduate students, under the age of 21 must fulfill the two-year live-in requirement.

You must submit your release form three weeks prior to the start of the quarter for which you are considering release (releases for Fall Quarter can be accepted up to two weeks before the start of the quarter).

**Incomplete release forms will not be reviewed**

Petition steps to be considered for release from live-on requirement:

1. Complete Contract Release Form (page 2)
   - Student can choose to live at home with parents or legal guardian whose permanent home address is within **45 miles of the campus**.
   - The student and their parent or legal guardian must sign the contract release form in front of a licensed notary prior to submission in order to verify that all information provided is correct. Release forms that are not notarized will not be reviewed.

2. Attach required documentation: A typed, dated and signed letter from the parent/legal guardian whose permanent address is within 45 miles of the campus stating that the student will reside with them.

3. Return documentation to the Housing & Residential Education Office, Nagel Hall 136 or email to HREContractRelease@du.edu.

4. Releases will be made by the Contract Release Committee, based upon the documentation provided. Student will receive final decision via email within two business days of the Contract Release Committee’s decision. The Contract Release Committee meets on an ongoing basis.

5. If a release is denied, you may appeal with a representative from HRE; additional supporting documentation is required.

6. If released, you are required to notify the Housing and Residential Education Department of any changes to your housing status if you are no longer living at home for the duration of the academic year.

**Students needing a medical accommodation that conflicts with the two-year live-on requirement need to contact the Disability Services Program at http://www.du.edu/studentlife/disability/dsp/index.html or (303) 871-2372**
Live at Home Release Request

Student Information

Name: ___________________________ DU ID#: ______________

On-Campus Address: __________________ Building __________ Room # __________ Telephone# __________

Date of Birth: __________ Email: __________________________

Quarter/YR Started at DU: __________________________ Transfer Student (circle): Yes / No

Information – Where and with whom you intend to live

Permanent Address: __________________________ Street Address __________ City __________ State __________ Zip __________ Telephone# __________

Parent/Guardian: __________________________ First and Last __________ Email __________ Telephone# __________

Quarter to Begin Release (circle one quarter and one year only): Fall / Winter / Spring 2017 / 2018

Request:

_____ Housing Only Release

_____ Housing and Meal Plan Release

_____ Housing and Meal Plan Change to ________________

Notary Information: The Student and Parent/Guardian must sign together in front of a licensed Notary.

I verify that all of the information contained in this request is accurate. I acknowledge that evidence of deliberate falsification of information or the submission of any materials, which provide false or erroneous information in connection with an attempt to be released from the residency requirements, shall be grounds for pursuing disciplinary action.

_________________________ ___________________________ __________
Printed Name of Student Signature of Student Date

_________________________ ___________________________ __________
Printed Name of Parent/Guardian Signature of Parent/Guardian Date

Signed and sworn before me on __________ day of _________, 20_____ (Seal)

County of __________________________ State of __________________________

_________________________ ___________________________ __________________________

Last revised April, 2017
Requests are accepted on a rolling basis and are due three weeks prior to the start of the quarter you are requesting release. (Requests received after classes begin for the current quarter will be reviewed for next quarter)

*Attach all letters of explanation to this form*

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<thead>
<tr>
<th>For Office Use Only</th>
<th>Database Updated</th>
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</thead>
<tbody>
<tr>
<td>Released; Beginning</td>
<td>Date Received</td>
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<tr>
<td>Denied</td>
<td>Letter Sent Via Email</td>
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Last revised April, 2017