



UNIVERSITY of
DENVER

CAMPUS LIFE & INCLUSIVE EXCELLENCE

Housing & Residential Education

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

Printed name of Notary

Signature of Notary

My commission expires _____, 20 _____

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

For Office Use Only

_____ Released; Beginning _____
_____ Denied

Database Updated _____

Date Received _____

Letter Sent Via Email _____