Live-On Requirement Release Request  
2018-2019 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-on requirement.

**Incomplete contract release forms will not be reviewed**

To initiate a request to be released from the Two-Year Live-On Requirement or required meal plan as a reasonable accommodation in University managed housing, students must complete and return to the Disability Services Program (DSP) the Live-On Requirement Release Request form and provide supporting documentation.

We offer the following to assist students and their healthcare or mental healthcare provider in preparing the necessary and appropriate supporting documentation for the University. The Live-On Release Committee use information from the Live-On Requirement Release Request along with supporting documentation to validate the existence of a disability and to understand how it may impact the student in order to make an informed decision about the request.

The University of Denver engages in an interactive process with students requesting a release from the live-on requirement or required meal plan to determine whether the request is reasonable.

1) Complete and return the Live-On Requirement Release Request form to the DSP (pages 3)

2) Provide supporting documentation:

   a) A letter from a healthcare or mental healthcare provider relevant to the student's condition (please note, this letter must be dated within the past two years). This letter should address the following;
      1. The credentials of the evaluator(s)
      2. Diagnostic statement identifying the disability
      3. As appropriate to the disability, a description of the diagnostic methodology used
      4. Description of the current functional limitations
      5. Description of the expected progression or stability of the disability
      6. Description of current and past accommodations, services, and/or medications
      7. The nexus between the disability and the Live-On requirement

   b) More complete information about our documentation guidelines available at;

   c) (Optional, if provided must be included with the Live-On Release Request form) Letter from parent or guardian supporting the student in their request.
3) Return documentation to the DSP; in person at Ruffatto Hall, 4th Floor, by mail to Disability Services Program, 1999 East Evans Ave., Denver, CO 80208, or by email at dsp@du.edu.

4) Releases will be considered by the Live-On Release Committee, based upon the information provided. The student will receive a final decision via email within two business days of the Live-On Release Committee’s decision. The committee meets on an on-going basis.

5) If approved, the student will be requested to check-out of the residence halls within 48 hours of receiving the approval confirmation. Housing fees and meal plan fees will be pro-rated to the date of check-out.

6) Students may appeal a decision denying a request for release from the two-year live-on requirement. All appeals must be received within five (5) business days of the notification of the Release Committee decision and must be submitted in writing. Grounds for appeal are limited to the following:

a) The existence of procedural errors so substantial that such errors greatly impacted the decision.
b) New documentation from a health or mental health provider that was not reasonably available at the time of the initial decision.

All appeals will go to the Director of the DSP (or their designee). All decisions of the Director of the DSP (or their designee) are final and must be issued in writing within fifteen (15) business days or less of receiving the appeal.

Students will receive Students who have concerns regarding a possible violation of the University’s anti-discrimination policies should contact the University’s Office of Equal Opportunity.

Students needing a disability accommodations during the two-year live-on requirement need to contact the Disability Services Program at https://www.du.edu/studentlife/disability-services/ or (303) 871-3241.
Live-On Requirement Release Request

Student Information

Name: ___________________________  DU ID#: 87___________

On-Campus Address: ___________________  __________  __________

Building  Room #  Telephone#

Date of Birth: ___________  Email: ________________________@du.edu

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

Contract Release Information

Quarter to Begin Release (circle one quarter and one year only):  Fall / Winter / Spring 2018 - 2019

Request:

___ Meal Plan Release
___ Meal Plan Change to ____________________________
___ Housing Only Release
___ Housing and Meal Plan Release

Brief Reason:

________________________________________________________________________
________________________________________________________________________

*Attach all letters of explanation and documents to this form*

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 referred to Student Rights and Responsibilities and may grounds for disciplinary action.

_________________________  __________
Signature  Date

For Office Use Only

Database Updated

Date Received:

Letter Sent Via Email:

2/28/18