

A petition for release from the University Housing & Residence Life (UHRL) Contract and/or UHRL charges will be considered only when extenuating circumstances beyond your control affect your ability to live in or pay for UHRL.

All petitions must include:

- 1) A typed personal statement from the contract holder in which you describe your situation in as thorough and detailed a manner as possible and the specific charge(s) you are petitioning.
- 2) Any/all supplemental documentation that supports your case. Examples: Doctor's note, Financial Aid Award Letter, Employee Termination letter, etc. Effective petitions demonstrate a change in circumstance from the time you signed your Housing Contract.

The UHRL Accounts Coordinator reviews petitions for charges totaling \$200 or less; the Director of Housing and Residence Life will review all others. Residents who complete Express Check-Outs forfeit their ability to petition damage charges.

Petitions must be submitted within 90 days of the date the charge was assessed or move-out date, whichever of the two is later. Incomplete petitions will be held for no more than 90 days. Petition decisions will be sent to students via email within 10 business days.

Name: PSU ID#:
PSU Email: Phone:
Building: Room:

Charge you are petitioning:
Term and Year (example Fall 2020):
Amount: \$

By signing below, I acknowledge that I have signed and submitted a UHRL Contract & Charge Petition Form to UHRL and that all documentation provided is accurate and authentic to the extent of my knowledge.

Resident Signature: Date:

Office Use Only
Decision:
Adjustment:

Date Received:
Date of Decision:
Date of Adjustment: