

University Housing Petition



OFFICE USE ONLY

Date Received: _____

APPLICANT INFORMATION *Note: This request is for University Housing residents only.*

Name: _____ UO ID number: _____
first last

Current Address: _____
street (apt#)

_____ city state zip

Current Phone: _____ E-mail: _____

GUIDELINES FOR FILING A PETITION

- Be specific about what you are requesting and carefully read the University Housing *Contract* or *Rental Agreement*.
- Explain in detail the situation you are petitioning, and what extenuating circumstances exist in your situation.
- Describe what steps you have taken to mitigate your situation.
- Provide as much supportive documentation as possible. Examples of such documents are official documents, doctors statements on professional letterhead, and witness statements.
- Return completed petition and documentation to the University Housing Office or the Spencer View Area Office.

Type of request: (check one)

- Release from my *Contract* for reasons stated below.
- Release from *Rental Agreement* for reasons stated below.
- Cancellation or adjustment of charge of _____
amount
- Other _____ (explain below).

Note: Only completed petitions will be accepted. Please carefully read the *Guidelines for Filing a Petition* to facilitate the processing of your petition. Your petition should include pertinent detailed information describing why your situation should be considered as an extenuating circumstance. Knowingly submitting false information is a violation of the Student Conduct Code at the University of Oregon.

Reasons: (Please attach supporting documentation):

Signature: _____ Date: _____

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