

## Petition for Housing Contract Release

A petition for housing contract release will be considered only when a condition exists that originated after the online UCDC Contract was signed, and over which the participant has little or no control. Please note that financial hardship, a different opportunity, or a change of mind does not warrant release from the contract.

### Procedure

Before submitting a formal written statement to the Washington Program, participants should communicate or meet with the Washington Program Director to discuss concerns.

### Administrative Review Process

1. The participant must complete the Petition for Release of Housing Contract (form found on the following page) and submit the request by email to Washington Program Director, Cheryl Purifoy at [cpurifoy@ucdavis.edu](mailto:cpurifoy@ucdavis.edu).
2. The Washington Program Director will make a decision as to whether or not the participant is to be released from the contract after carefully reviewing submitted information. The terms and conditions of the Washington DC housing contract will also be taken into consideration.
3. The decision on the petition is final. An appeal will be considered only if the participant has additional information that has not been provided.
4. The petition must be completed in its entirety and must include the following:
  1. Student's full name and student ID number.
  2. Participating Quarter (ex. Winter 2019)
  3. A statement with a description of the participant's reasons for making the request and enumerate steps the participant has made to improve the situation in order to meet contractual obligations.
  4. Supporting documentation.

### Denial Appeal Process

A formal written appeal with any new additional information must be submitted to the Program Director, Washington Program, 1363 Surge III, One Shields Avenue, University of California, Davis, 95616, within three working days of receiving a petition decision.

## Petition for Housing Contract Release Form

Complete the following petition for release as completely and thoroughly as possible.

**Name:**

**Student Identification Number:**

**Quarter of Participation:**

**Provide a written statement with a description of your reasons for making the request and enumerate steps you have made to improve the situation in order to meet your contractual obligations:**

**Indicate below what supporting evidence you will submit along with this petition. Be aware that supporting evidence is not additional written details from you, but must be from a qualified 3rd party source:**

**Initial here indicating that you understand and agree to the terms of the petition review process as it is stated on page 1 of this document and that all the information you have included in your petition is true to the best of your knowledge:                      Date:**

### **Denial Appeal Process**

A formal written appeal with any new additional information must be submitted to the Program Director, Washington Program, 1363 Surge III, One Shields Avenue, University of California, Davis, 95616, within three working days of receiving a petition decision.