



Preparing people to lead extraordinary lives

## STEPS FOR COMPLETING YOUR REQUEST FOR RELEASE/EXEMPTION

**Loyola University Chicago**  
Department of Residence Life  
Phone | 773.508.3300  
E-mail | [res-life@luc.edu](mailto:res-life@luc.edu)  
Website | [LUC.edu/reslife](http://LUC.edu/reslife)

**I am requesting a release because of a change in my:**

	<b>STEP 1: DOCUMENTATION</b>	<b>STEP 2: RETURN FORMS</b>	<b>STEP 3: REVIEW/NOTIFY</b>	<b>STEP 4: FOLLOW-UP</b>
<b>Enrollment Status</b> (transfer, withdrawal, graduating mid-year, study abroad)	Pick up form: - Request for release from housing contract	Return completed form to Residence Life with the following documentation:  - Transferring- Proof of Admission to your new School  - Study Abroad-Proof of acceptance into study abroad program (Rome students will be verified by the Department of Residence Life)	Residence Life staff reviews request and notifies student of decision in writing (this will be in the form of an e-mail to the student's Loyola e-mail address).  For graduating students, Residence Life verifies graduation eligibility status.  <i>Please allow 7-10 business days to process request.</i>	If approved, complete all necessary steps as indicated in e-mailed notification from Residence Life.
<b>Financial Situation</b> (due to significant change in finances from time contract was signed by student)	Pick up form: - Request for release from housing contract  - Special Circumstance Appeal ( <a href="http://www.luc.edu/finaid/appeal.shtml">http://www.luc.edu/finaid/appeal.shtml</a> )	When necessary, return completed Special Circumstance Appeal to the Office of Student Financial Assistance (OSFA).  Return completed release form to the Department of Residence Life. <i>Any communication a student has had with the Office of Student Financial Assistance should be included on the 2nd page of this form.</i>	Residence Life staff consults with OSFA to determine your financial standing.  Residence Life staff reviews request and notifies student of decision in writing (this will be in the form of an e-mail to the student's Loyola e-mail address).  <i>Please allow 7-10 business days after Residence Life has received OSFA recommendations to process request.</i>	If approved, complete all necessary steps as indicated in written notification from Residence Life.
<b>Medical Health</b>	Pick up form: - Request for release from housing contract  - Medical Documentation Guidelines can be picked up at the Services for Students with Disabilities (SSWD) office in Sullivan Hall 117.  Students with questions for SSWD may contact their office at 773.508.3700.	Return completed release form with medical documentation to the SSWD office in Sullivan Hall 117.  Student must follow-up with SSWD staff. SSWD staff can be contacted at 773.508.3700.  <i>Do not send or bring doctor's notes or medical records to Residence Life; medical documentation will be destroyed immediately by our office.</i>	Residence Life staff receives recommendation from SSWD regarding students request.  Residence Life staff notifies student of decision in writing (this will be in the form of an e-mail to the student's Loyola e-mail address).  <i>Please allow 7-10 business days after Residence Life has received SSWD recommendations to process request.</i>	If approved, complete all necessary steps as indicated in written notification from Residence Life.
<b>Other Circumstance</b>	Pick up form: - Request for release from housing contract  -Schedule an appointment to speak with the Housing Assignments Coordinator or designee.	After meeting with Housing Assignments Coordinator return completed form to Residence Life, including any additionally requested documentation.	Residence Life staff reviews request and notifies student of decision in writing (this will be in the form of an e-mail to the student's Loyola e-mail address).  <i>Please allow 7-10 business days to process request.</i>	If approved, complete all necessary steps as indicated in written notification from Residence Life.

Please note you are not approved for release until you receive official written notification from the Department of Residence Life.  
**You should consider all requests denied until you are notified your request has been approved.**