

**Housing Release Documentation Guidelines**  
**CAPITAL UNIVERSITY**  
**Office of Residence Life & Housing**  
**Housing Release**

1. Your documentation should be typed, with a minimum of 12-inch font, 1 inch margins and addressed as follows:

**Housing Release Documentation Guidelines**

Office of Residence Life and Housing

Capital University

1 College and Main

Columbus, OH 43209

2. Please provide a brief summary statement, introducing yourself and explaining why you believe you should be awarded a Housing Release. You are encouraged to avoid the use of antagonistic language or descriptions that are inaccurate, deceptive, or that might be perceived as vindictive. Please Do not clutter your summary with irrelevant details and/or petty accusations; these only reflect unnecessary defensiveness.
3. Attach appropriate documentation as outlined in the Documentation Guidelines below.

For full consideration, all documentation must be received on official letterhead with original signatures. Letters from professionals who are relatives of the student will not be accepted. All documentation must address one of more the following criteria:

1. A documented on-going health related issue which demonstrates a possible risk if the student is required to live on campus.
  - A) Documentation must be provided by a licensed professional who has undergone appropriate and comprehensive training, has relevant experience, and has no personal relationship with the individual.
  - B) Documentation should include the following: (1) a clear diagnostic statement that describes how the condition was diagnosed, (2) information on functional impact, and (3) a description of the typical progression or prognosis of the condition. Notes or information written on prescription note paper will not be accepted.
  - C) Documentation should include the dates the student was evaluated and a description of the evaluation methods, procedures, tests and dates of administration, as well as a clinical narrative, observation, and specific results.
  - D) Documentation should include a description on the nature and severity of the condition and information on how the condition currently impacts the individual.
  - E) A detailed treatment or recovery plan and/or recommendations must be included. In addition, the professional must specifically describe why specific accommodations are necessary for his/her patient's health.
2. A documented significant change in financial status which demonstrates a possible hardship if the student is required to live on campus. Your financial status will be verified with the Office of Financial Aid.
  - a. Documented loss of financial support (loans, scholarships, etc)
  - b. Documented loss of family or personal income
  - c. Documented significant debt related to college financing
  - d. Official recognition as an independent student
3. Documented extenuating circumstances which demonstrate a possible risk or hardship if the student is required to live on campus.
  - a. Documented traumatic event or experience
  - b. Documented life changing event or experience (pregnancy, child birth, loss, family separation/divorce, close family death, etc.)