

Guidelines for a Counseling Considerations Cancellation Request

If you are submitting a Cancellation of Single Student Housing Contract request and indicating Counseling Considerations as your reason, please note the following guidelines. These guidelines will be used when reviewing the cancellation request.

- **The process of verifying and reviewing a Counseling Considerations Cancellation Request can take two weeks or more before a decision is made and the student is informed of the decision.**
- The student is strongly encouraged to sign a Release form with his/her Medical/Mental Health Professional. This will allow University Housing to verify the submitted information.
- If the student is currently seeing a Medical/Mental Health Professional (private or University), the student will need to provide documentation from the Medical/Mental Health Professional, on the professional's stationary (prescription pad notes will not be accepted), detailing:
 - Length of time the student has been seen/under treatment by Medical/Mental Health Professional.
 - Treating Medical/Mental Health Professional's contact information.
 - Psychological disorder and therapeutic rationale for release from University Housing contract.
- If the student is not currently seeing a Medical/Mental Health Professional, the student will need to do the following:
 - Make an appointment with a Medical/Mental Health Professional. You may choose SIUE Counseling Services (618-650-2197).
 - Be seen or under treatment for a minimum of FOUR visits (more visits may be necessary if clinically required) with the Medical/Mental Health Professional.
 - Provide documentation from Medical/Mental Health Professional, on professional's stationary (prescription pad notes will not be accepted), detailing :
 - Length of time the student has been seen/under treatment by Medical/Mental Health Professional.
 - Treating Medical/Mental Health Professional's contact information.
 - Psychological disorder and therapeutic rationale for release from University Housing contract.
- At SIUE Counseling Services, the student's issue must be clinically significant and be directly related to the Housing situation. Merely having a psychological disorder does not indicate that the Medical/Mental Health Professional will recommend that a Housing contract be cancelled. Therefore, a recommendation will not be made merely to assist a student in cancelling their Housing contract. Each request will be reviewed by the entire clinical team before a recommendation can be made. Ultimately, the final decision will be made by University Housing.
- Once a decision has been made, all disputes of the cancellation decision will handled by University Housing at 618-650-3931 and not SIUE Counseling Services.