2013-2014 Freshman Residency Exemption Request

Deadline: July 1 for fall semester and December 1 for Spring semester

TERM: ☐ Fall 2013 ☐ Spring 2014

Note: Submitting a request for exemption to UCA Board Policy #701 does not guarantee that the exception will be approved. The Housing Exemption Committee reviews requests on a monthly basis during the regular academic year. All communication will be via email.

STUDENT INFORMATION

To request exemption from the Freshman Residency Requirement at UCA, complete this Exemption Request form, attach the required documentation and submit all to the Housing & Residence Life Office.

<table>
<thead>
<tr>
<th>Name (Last, First, MI)</th>
<th>UCA Student ID Number</th>
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<tbody>
<tr>
<td></td>
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<tr>
<td>Permanent Home Street Address</td>
<td>City, State, Zip</td>
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<tr>
<td>Email Address</td>
<td>Phone Number</td>
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By signing and submitting this form, I acknowledge that I understand UCA Board Policy #701, the Freshman Residency Requirement, and verify that the statements and information provided in support of my exemption are true and accurate.

Student Signature ____________________________________________________________________________ Date __________

Parent Signature (if student is under age 18) ____________________________________________________________________________ Date __________

EXEMPTION REQUEST REASON & DOCUMENTATION

Check one:  
☐ Presently 21 years of age or older  
☐ Married  
☐ Completed 21 college credit hours (excluding HS concurrent)  
☐ Will be/currently enrolled in less than 12 hours  
☐ Lived in a residence hall for two (2) or more semesters  
☐ Military Leave  
☐ Have custody of dependent children  
☐ Other  
☐ Living with a relative

Documentation needed:

☐ Copy of driver’s license  
☐ Copy of marriage license  
☐ Copy of transcript  
☐ Copy of official class schedule  
☐ Name of college and dates attended  
☐ Copy of military orders  
☐ Copy of birth certificate  
☐ Attach a typed letter of explanation  
☐ Copy of driver’s license, Notary

LIVING WITH RELATIVE MUST COMPLETE THIS SECTION

(Must be a parent, legal guardian, grandparent, married brother/sister, or aunt/uncle)

Relative’s Name (please print) ____________________________________________________________ Relation to Student ____________________________

Address where the student will be residing with you, City, State & Zip __________________________________________________________

Relative’s Signature ____________________________ Date __________

IMPORTANT: A copy of the parent or other relative’s driver’s license must accompany this form in order for the exemption request to be reviewed. The address on the driver’s license must be the permanent address where the student will live for the academic year.
UCA BOARD POLICY #701

All unmarried full-time freshmen students who enter with less than 21 semester hours credit (excluding high school concurrent) are required to live in a residence hall for two semesters, unless a specific exemption is authorized by the Director of Housing or Housing Exemption Committee. However, freshmen are not required to live in any particular residence hall. UCA feels that the residential experience adds to the students' overall academic and personal development and, therefore, is an essential and vital part of the total college experience. There will be numerous programs for the new students in the halls, coordinated through the Housing & Residence Life Office, which will encompass the academic, social, and emotional areas of development.

Exceptions will be made for students meeting one of the following approved exemption criteria: commuting from the permanent legal residence of a parent/legal guardian, grandparent, married sibling or aunt/uncle; military leave; married and living with spouse; custody of a dependent child, age 21 years or older, enrolled in less than 12 credit hours; or a transfer student who has lived in a residence hall at another campus for two or more semesters. Exemption requests must be submitted in writing by July 1 for the fall semester and December 1 for the spring semester. Students who fail or refuse to comply with the Residency Requirement at UCA and/or who furnish false information to a University official in connection with a request for exemption will be assessed charges for a residence hall double occupancy room and meal plan per semester and may be subject to disciplinary action. Board policy #701 can be found at http://uca.edu/board/files/2010/11/701.pdf.

NOTARY AUTHORIZATION- Required for "Living with Relatives" Exemptions Only

State of Arkansas
County of ____________________________________________

Subscribed and sworn before me this ___________ day of __________________________, 20 _______.

Notary Public Signature
My commission expires: 20 ________.

OFFICE USE ONLY

Physical address verification: ____________________________________________

Referred to: □ Housing Exemption Committee  □ Director of Housing
Decision: □ Approved       □ Denied       □ Tabled

Housing Exemption Committee Chair Signature: _______________________________ Date: ________________

Director of Housing Signature: ___________________________________________ Date: ________________

CONTACT INFORMATION

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