

Date Received: _____

University of Central Arkansas
Department of Housing and Residence Life
HOUSING LEASE EXEMPTION 2011 - 2012

Exemption desired for: SEMESTER (Fall 2011) (Spring 2012)

Print Full Name: _____
First Name Middle Initial Last Name

Campus Address: _____
Hall/Apartment Complex Room #

Email Address: _____
***NOTE: All Communication will be via email. Please write legibly.**

Student ID Number: B Alternate Email: _____

Cell Phone: _____ Alternate Phone: _____

The Housing lease is for the entire academic year (i.e. Fall and Spring semesters). Students who enter the lease after the start of the academic year are obligated for the remainder of the academic year. Students leaving Housing for reasons other than listed below will forfeit their deposit and have the option of paying room and board costs for the remainder of the semester or buying-out the lease for \$425.00.

Lease Exemption Reasons (check the one that applies to you).

- Graduation (must be verified)
- Student Teaching (provide proof)
- Internship (provide proof)
- Marriage (copy of Marriage Certificate must accompany this form – note: only granted at semester or beginning of the Spring term)
- Military Leave (Include attached copy of military orders)
- OTHER (Please attach a typed letter of explanation and any documentation you have to support your case, i.e. doctor's note)

For any other reason, the buy-out option can be appealed by writing a letter addressed to the Exemption Committee explaining the circumstances for leaving Housing. That letter must be attached to this form and given to the Housing and Residence Life office in Bernard Hall, Room 201 within 30 days of checking out.

Student's Signature: _____ Date: _____

For Office Use Only:

Referred to: Exemption Committee Associate Director Referral Date: _____

Decision: Approved Denied Tabled Other: _____

Reason for Decision: _____

Committee Chair Signature: _____ Date: _____

Associate Director Signature: _____ Date: _____

University of Central Arkansas
Department of Housing and Residence Life

Exemption Committee

2011 – 2012

All students living on campus are required to sign a lease for two academic semesters. A student leaving housing before the lease term expires is required to buy-out the remainder of the lease for \$425.00. The student will also forfeit their \$100 housing deposit. Students can automatically be exempt from the buy-out option if they meet one of the following criteria stated within the lease:

- ~ Graduation
- ~ Student Teaching*
- ~ Internship*
- ~ Marriage (copy of Marriage Certificate must accompany this form – note: only granted at semester or beginning of the Spring term)
- ~ Military Leave (Include attached copy of military orders)

*Must be verified, in writing, by an academic advisor.

For all other reasons, students may appeal the buy-out option by placing a request, in writing, to the Exemption Committee.

The Exemption Committee consists of faculty, staff and students that are not affiliated with the Department of Housing and Residence Life. The committee meets once each month during the academic year to vote on all written requests that have been received. All students with requests are encouraged to attend these meetings in order to clarify anything that may not be stated in the written request. Students will be notified regarding the meeting time and place at the contact information listed on the "*Housing Lease Exemption Form*".

PROCEDURES FOR REQUESTING AN EXEMPTION

1. Pick up the "*Housing Lease Exemption Form*" from Bernard Hall Room 201 or print from www.uca.edu.
2. Turn in the "*Housing Lease Exemption Form*" along with your written request addressed to the Exemption Committee, to Bernard 201 within thirty (30) days of check-out or termination of the lease.
3. Each student will be notified of the meeting time by email and will be allowed to come before the Committee to present his/her case in person (optional).
4. Students can bring a parent/guardian but the parent/guardian will not be allowed to attend the meeting. The parent/guardian may not participate in presenting materials or information to the committee members. The parent/guardian's role is limited to providing advice and consultation to the student before the meeting.
5. The student is excused after the case is presented.
6. Following the meeting, a Housing and Residence Life representative will notify each student, by email, regarding the Committee's decision.
7. The Exemption Committee's decision is final.