



UCA Housing Exemption Request

TERM: Spring 2016 Fall 2016

Are you withdrawing from UCA? Yes No

Note: Submitting a request for exemption to UCA Board Policy #701 or the Housing Lease does not guarantee that the exemption will be approved. The Housing Exemption Committee reviews requests on a monthly basis during the regular academic year. Requests and all documentation must be received within one week of the committee meeting or the case will be moved to the following month. The Committee reviews all documentation submitted and their decision is final.

STUDENT INFORMATION

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

Name (Last, First, MI)	UCA Student ID Number
Address	City, State, Zip
Primary Email Address	Phone Number

By signing and submitting this form, I acknowledge that I understand the Freshman Residency Requirement and/or the Housing Lease. I 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

NEW TO HOUSING/FRESHMAN EXEMPTION REQUEST REASON & DOCUMENTATION REQUIRED

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

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

LEAVING HOUSING/UCA LEASE EXEMPTION REQUEST REASON & DOCUMENTATION REQUIRED

Deadline: Within 30 days of checking out of UCA Housing

Check one:

- Graduation
- Married
- Student Teaching
- Internship required toward degree completion
- Military Leave
- Other

Documentation needed:

- Verified with Registrar
- Copy of marriage license
- Documented proof
- Documented proof
- Copy of military orders
- Attach a typed letter of explanation

For more information about the Housing Exemption Process, visit our website at uca.edu/housing.

NEW TO HOUSING/FRESHMAN 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.

NOTARY AUTHORIZATION- Required for NEW FRESHMAN "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 Other

Reason: _____

Housing Exemption Committee Chair Signature: _____ Date: _____

Director of Housing Signature: _____ Date: _____

CONTACT INFORMATION

201 Donaghey Avenue, Bernard Suite 201, Conway, Arkansas 72035
Phone: 501-450-3132 Fax: 501-450-5374
housing@uca.edu uca.edu/housing