



## UCA Housing Exemption Request

TERM:  Spring 2017  Fall 2017

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](http://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**

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