UCA Housing Exemption Request

TERM:  ☐ Spring 2015  ☐ Fall 2015

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. All communication will be via email. 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.

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<tr>
<th>Name (Last, First, MI)</th>
<th>UCA Student ID Number</th>
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<tr>
<th>Address</th>
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<tr>
<th>UCA Email Address</th>
<th>Phone Number</th>
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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:  Documentation needed:

☐ Presently 21 years of age or older  Copy of driver’s license
☐ Married  Copy of marriage license
☐ Completed 21 college credit hours (excluding HS concurrent)  Copy of transcript
☐ Will be/currently enrolled in less than 12 hours  Copy of official class schedule
☐ Lived in a residence hall for two (2) or more semesters  Name of college and dates attended
☐ Military Leave  Copy of military orders
☐ Have custody of dependent children  Copy of birth certificate
☐ Other  Attach a typed letter of explanation
☐ Living with a relative  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:  Documentation needed:

☐ Graduation  Verified with Registrar
☐ Married  Copy of marriage license
☐ Student Teaching  Documented proof
☐ Internship required toward degree completion  Documented proof
☐ Military Leave  Copy of military orders
☐ Other  Attach a typed letter of explanation

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

Updated 10.31.14 SM
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

Updated 10.31.14 SM