

UCA Freshman Housing Exemption Request

TERM:	Spring 2019	Fall 2019	
Are you withdrawing from UCA?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Do you currently live with us?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If Yes, Where is your assignment?			

Note: Submitting a request for exemption to UCA Board Policy #701 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 Housing Lease Policy. I verify that the statements and information provided in support of my exemption are true and accurate. I understand I will be responsible for any housing and meal charges while I incurred until I officially checkout of housing.

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 to attach with Application
Presently 21 years of age or older	Copy of driver's license
Married	Copy of marriage license
Completed 21 college credit hours (excluding HS concurre	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 both you and your relative's driver's license
	Notary must sign off on relative signature

Along with this form please include appropriate documentation as stated above.

Any pending charges on your account must be paid. If this exemption request is approved your account will be credited. The lease exemption is only available for the \$425 buyout fee. You will be responsible for any charges incurred until you officially checkout of housing.

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

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: _____