



UCA Lease Buy Out Exemption Request

TERM:

Spring 2019

Fall 2019

Are you withdrawing from UCA?

Yes

No

Note: Submitting a request for exemption 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 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

LEASE EXEMPTION REQUEST REASON & DOCUMENTATION REQUIRED

LEAVING HOUSING/UCA LEASE EXEMPTION REQUEST REASON & DOCUMENTATION REQUIRED

Deadline: Within 30 days of checking out of UCA Housing

Check one:

<input type="checkbox"/>	Graduation	Documentation needed:	Verified with Registrar
<input type="checkbox"/>	Married		Copy of marriage license
<input type="checkbox"/>	Student Teaching		Documented proof
<input type="checkbox"/>	Internship required toward degree completion		Documented proof
<input type="checkbox"/>	Military Leave		Copy of military orders
<input type="checkbox"/>	Other		Attach a typed letter of explanation

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

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.

OFFICE USE ONLY

Physical address verification: _____

Referred to:	Housing Exemption Committee	<input type="checkbox"/>	Director of Housing	<input type="checkbox"/>				
Decision:	Approved	<input type="checkbox"/>	Denied	<input type="checkbox"/>	Tabled	<input type="checkbox"/>	Other	<input type="checkbox"/>
Reason:								

Housing Exemption Committee Chair Signature: _____ Date: _____

Director of Housing Signature: _____ Date: _____