



HOUSING & RESIDENCE LIFE

UCA Lease Buy Out Exemption Request

TERM: Fall 2019 Spring 2020

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/JCA 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

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

OFFICE USE ONLY

Physical address verification: _____

Referred to: Housing Exemption Committee Director of Housing & Residence Life

Decision: Approved Denied Tabled Other

Reason: _____

Housing Exemption Committee Chair Signature: _____ Date: _____

Director of Housing Signature: _____ Date: _____

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