UCA Housing Exemption Request

TERM: ☐ Fall 2020 ☐ Spring 2021

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.

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<th>Name (Last, First, MI)</th>
<th>UCA Student ID Number</th>
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<th>Address</th>
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<th>Primary Email Address</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: August 1 for fall semester and December 1 for spring semester

Check one: Reason Documentation needed for that reason:

☐ 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 for relative and student, Notary

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 where appropriate. Freshmen are required to live on campus for two semesters. You are applying for exemption from the residency requirement. The Lease buy out fee is $425. If you currently live on campus, you will be responsible for any charges incurred until you officially checkout of 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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housing@uca.edu  uca.edu/housing