



**UCA Lease Buy Out Exemption Request**

TERM: Fall 2022  Spring 2023   
 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:

- 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](http://uca.edu/housing).**