



APPLICATION FOR EXEMPTION
FROM SECOND YEAR RESIDENCY REQUIREMENT

Please complete this application after reading the attached policy, ensure that appropriate documentation is attached, and return it to the Office of Residence Life, Sullivan Center.

Name _____ Student ID# _____

Age _____ Date of Birth _____ Home Phone# _____

Cell Phone # _____ Medaille email _____

Reason for Request of Exemption:

- | | |
|---|---|
| _____ Commuting from home of parent or guardian | _____ Marriage or Single Parent |
| _____ Veteran Status | _____ Medical |
| _____ College Sponsored Program | _____ Leave of Absence/Transfer/Withdrawal |
| _____ Over 21 years of Age | _____ Extraordinary Personal Circumstance** |

**Please include a letter explaining why you wish you be exempt from the Residency Requirement along with required documentation as outlined in the residency requirement policy.

This form should be completed and returned to the Office of Residence life, Student Development Suite, Sullivan Center. You will receive a written (email) response to this request. Unless approval is granted, your student status requires compliance with this policy. Alternative arrangements for housing, including a lease commitment, will not be considered sufficient reason for approval.

***** OFFICE USE ONLY*****

Date Application Received _____
Approved (initial) _____
Denied (initial) _____
Decision Letter Sent (date) _____

Director, Residence Life Signature _____

RESIDENCY REQUIREMENT POLICY AND PROCEDURES

Medaille College has student success at its highest priority and recognizes the connection between on-campus living and persistence to graduation. It is the policy of the College that all freshman and sophomore students who do not reside with their parents or legal guardians (within a 50 mile radius) are required to live in College owned housing. Freshman and sophomore students whose parents or legal guardians live beyond a 50 mile radius are required to live in College owned housing.

Exemption from the Residency Requirement may be granted to students who are: married, single parents, veterans, or 21 years of age or older. Students seeking exemption from the policy must submit the *Request for exemption from Required Housing Policy form*, including necessary documentation, to the Office of Residence Life for review and approval by the Director of Residence Life and Student Conduct or their designee.

Types of Requests and Required Documentation

Justification	Required Documentation
Commuting from home of parent(s) or guardian(s) within a 50 mile radius of campus (for current residents requesting to move off campus)	Notarized <i>Verification of Residence with Parent or Guardian signature</i> (form provided by Residence Life)
Over 21 years of age	N/A age will be verified in our system
Marriage	Marriage License
Single Parent	Birth Certificate and tax forms
Veteran Status - Requires 181 days or more of active military service.	Copy of DD214 form
Medical	Written description of condition that includes negative impact of residential environment and description of proposed alternative to be reviewed by the Office of Accessibility Services and Wellness Center
Approved Leave of Absence/Transfer/Withdrawal	Completing the Break of Enrollment/College Withdrawal request
Student involvement in a College sponsored academic program such as student teaching, study abroad, or other program, if the obligations demand residency 50 miles or more from campus	Written (an email) verification from your advisor and acceptance letter into the program.
Extraordinary Personal Circumstances*	A typed document stating why you can no longer live on campus. This letter should accompany any documentation you think would help in the decision process. All extraordinary personal circumstances will be reviewed by the Director of Residence Life and Student Conduct or their designee, Vice President for Student Development

NOTE: Unless you receive approval of this request, your student status requires compliance with the housing policy. Alternative arrangements for housing, including a lease commitment, will not be considered sufficient reason for approval of this request. If you enter into a lease or other arrangement for off campus housing and have not been released from your Housing Contract, you will be paying rent in two locations. If your reason is denied, and you fail to pay your deposit and fill out an application, the Office of Residence Life will assign you to a Residence hall room and charges will be added to your student bill.