



REQUEST FOR EXEMPTION FROM UNIVERSITY HOUSING

Our first obligation is to assist the student in resolving any problems or issues within the residence halls at Ohio Dominican University. Residence Life reserves the right to work with the student to explore all options to resolve issues prior to considering a Housing Exemption. To resolve health or interpersonal problems, room or hall options will be considered. To resolve financial issues a discussion with a Financial Aid counselor, a job recommendation, or lower cost housing or meal options will be explored. These will be based on the information provided and **MUST** be done before an Exemption is considered. Other referrals may be made depending on the individual circumstances.

Please **DO NOT** sign a lease or rental agreement for any other housing accommodations prior to receiving approval on your Request for Exemption from University Housing. A signed lease or rental agreement is **NOT** a reason for exemption from University policy. An email will be sent to the University student email account providing notification of the decision within 10 business days. Until notification is given that your Housing Exemption has been approved, you will be held responsible for the entire academic year.

Submission of the Housing Exemption form is not a guarantee of approval of exemption.

ODU Housing Requirements

At Ohio Dominican, all full-time students are required to live on campus if at the beginning of the academic year if they meet certain criteria. Full-time means 12 credit hours or more during the regular school term.

Students must live on campus if they:

- Have earned less than 60 credit hours or have not lived on campus for four semesters;
- Are not living with a parent/guardian within a 40 mile radius from campus;
- Are receiving an athletic
 - * Athletes receiving athletic aid, and who have lived on campus during the regular academic year for the past eight consecutive semesters, are eligible to live off-campus. Athletes who feel that they qualify for this exemption must contact the Office of Residence Life via email: reslife@ohiodominican.edu requesting verification that they qualify for the exemption prior to signing a lease or rental agreement.

Policies

1. Fulfilling the listed documentation requirements for exemption will not constitute an automatic release from the residency requirement. The University reserves the option to require students who are under 60 credits to live on campus.
2. Failure to attain an approved on-campus housing exemption from the Office of Residence Life will result in the posting of a no-show charge in the amount of one semester's Residence Hall standard double room and board to the student's Bursar account. Nonpayment of this charge could result in the cancellation of classes and the student will be restricted from registering for any additional classes.

Procedures

- I. Complete the exemption form in its entirety. An incomplete exemption request will not be considered. Please note a student who has signed a contract for housing for the period in which an exemption is desired must apply for a contract release, not an exemption. Please see the contract release form for more details.
- II. Return the form either through mail or in person to the Office of Residence Life, 145 Erskine Hall, 1216 Sunbury Road, Columbus, OH 43219.
- III. If you are requesting an exemption, you must include documentation. Present your documentation in a clear, concise, orderly, and logical fashion. Be specific. It is imperative that your documentation be thorough to ensure a fair and timely evaluation of your request. Failure to present this documentation may result in a delay in the final decision.
- IV. Your petition will be reviewed by an Office of Residence Life staff member within 10 business days of receipt and an email notification will be sent to inform you of the final decision. Your parent(s)/guardian(s) will be contacted to verify your indicated residence.
- V. You may be contacted for an appointment and your parent(s)/guardian(s) may be requested to be at the interview.



Office of Residence Life
HOUSING EXEMPTION REQUEST

For All students that have NOT signed a Housing Contract and meet the requirements to commute.

ACADEMIC YEAR OR SEMESTER REQUESTING EXEMPTION _____

Please put year and either Fall or Spring semester or both if applicable.

ODU ID# Last Name First Name MI

Home address - Number and Street City, State, Zip Code Country

Home Phone # Student Cell Phone # ODU email address

Current Hall and Room # Receiving athletic aid? Class Standing Gender Planned move out date (if approved)
Yes No FR SO JR SR GRAD Male Female

All full-time students with less than 60 credit hours are required to live on campus. Exemptions from this policy are granted to students living with their parents or legal guardians at their permanent address within a 40 mile radius who are not receiving an athletic scholarship. More specifically, the following conditions must be met by the student to be eligible for an exemption.

I will live with my parent/legal guardian. I will live at the same address with either one or both parent/legal guardian at their permanent address within 40 miles (driving distance) of the Ohio Dominican University for the entirety of the semester(s) for which I am requesting exemption. Students will not be exempted from their residency requirement to live with other family members (e.g. grandparents, aunts, uncles, brothers, sisters, etc.) or friends.

Required documents: A photocopy of driver's licenses for student and parent/legal guardian (addresses must match) and a copy of a current utility bill. If there is a difference in last name between the student and the parent, the application must be accompanied with documentation of proof of relationship (birth certificate or guardian's legal custody order.)

PARENT/LEGAL GUARDIAN AGREEMENT AND SIGNATURE: I certify that the above information is correct and that my son/daughter will be residing with me at the above permanent home address which is within a 40 mile radius of the ODU campus. Please submit a photocopy of your driver's license or identification card AND utility bill to verify address.

Parent / Guardian Signature - REQUIRED

Date

I certify I have a Medical reason for this request and I have attached documentation to support this claim. Students may be exempted from the residency requirement if they possess compelling and substantial medical reasons that can be verified with appropriate documentation and that the Office of Residence Life is unable to assign housing that accommodates the listed condition. All medical reasons must be substantiated with official documentation from the student's personal physician or therapist including the specific reasons(s) preventing the student from living on campus. The student may be asked to fill out a medical release form if additional information is needed from the healthcare professional.

Other exemption. Students who have other extenuating circumstances that would prevent them from living on campus (i.e. married, children) should fill this form out in its entirety and attach a brief summary of their circumstances. A copy of the filed marriage certificate OR a child's birth certificate is required.

I certify all of the above information is correct. I understand that submitting false information in order to obtain an exemption may make me subject to University disciplinary action and immediate denial of exemption request. I also understand that I may file only one exemption per semester.

Student Signature - REQUIRED

Date

For University Office Use Only

Table with 4 columns: Status (Approved full yr., Approved 1 sem., Denied, Pending), checkboxes, Date, Signature, and Explanation.