Mandatory Housing Policy Exemption Application
Department of Residence Services • PO Box 5190 • Kent, OH 44242-0001 • 330-672-7000

This is only an application for an exemption. You will receive a response from the Department of Residence Services as to the status of your request. Falsification of information or signatures provided on this form will result in the invalidation of the exemption application and possible disciplinary action.

University Policy Regarding Student Housing

(A.) Kent State University requires that all students enrolled for 9 or more credit hours reside in a university residence hall and participate in a board plan. The requirement excludes summer sessions and is applicable until attainment of junior academic standing (60 semester credit hours/90 quarter credit hours) or the receipt of an exemption from the Department of Residence Services.

For Academic Year 2013-2014
*Please check only one choice below and return the form with supporting documentation. Please note that additional information may be required before a decision can be made regarding the exemption application.

☐ Check here if student will have junior academic standing prior to next academic year. Total credit hours completed by August 2013:______________

(B.) Exemptions to this requirement must be requested in writing and submitted to the Department of Residence Services. Students not specifically granted an exemption prior to the first day of classes for the applicable semester will be considered in violation.

1. Exemptions may be granted to students who meet one of the following criteria:
   - Live and travel to class from principal residence of their parent(s) or legal guardian(s) which is located within a fifty (50) mile driving distance of the Kent Campus. (A list of approved cities may be obtained from the website of Department of Residence Services.) NOTE: Commuter exemptions are NOT granted to reside with any other relative. In the event you do move from your parent or guardian’s principal residence, you must notify the Department of Residence Services in writing immediately, so that we may send you the appropriate application to meet your new circumstances. Failure to do so will place you in violation of the housing policy.
   - Are active members of and live in a university recognized fraternity or sorority house, as well as maintain the established standards set forth by the Center for Student Involvement. NOTE: Student must reside in the fraternity/sorority house for the entire 2013-2014 academic year and must contact the Center for Student Involvement to provide a recommendation form. Until the recommendation form is received, this exemption request will remain in a pending status.
   - Can demonstrate other acceptable extenuating circumstances (refer to specific situation as listed below).  
     - A medical condition prohibits student from residing in the residence halls. Detailed medical documentation to verify the situation must be provided. A completed student medical documentation form (attached) must be included with submission of the exemption application.
     - A severe financial hardship prohibits student from residing in the residence halls. Substantial documentation (e.g. income tax forms, bank statements, layoff notice, unemployment benefit summary, financial aid forms, welfare benefit summary, etc.) must be provided to verify this hardship exists. NOTE: If student is considered a financially dependent student, parental financial information must be provided.

2. Permanent exemptions may be granted to a student who:
   - Is twenty (20) years of age or older, having reached age 20 no later than the date of the first day of classes for the applicable semester.
   - Is married. Student must provide a copy of a court-certified marriage certificate (not license). NOTE: A church-issued copy is not acceptable.
☐ Is a single parent with primary childrearing responsibilities. A copy of official birth certificate(s) for child(ren) or court ordered custody documentation must be provided.

☐ Is military personnel with one or more years of full-time active duty. A copy of the DD214 must be provided for verification.

☐ Has completed two full-time (at least 12 credit hours per semester) academic years (excluding summers) of college enrollment. For transfer students, a copy of transcripts of previous enrollment is required. Student is responsible for obtaining transcripts or must contact previous college/university to request they be sent to the Department of Residence Services. This exemption cannot be reviewed until transcripts are received. NOTE: Kent State University’s Registrar’s Office is NOT able to provide a copy to you.

☐ Has lived in (another) college or Kent State University on-campus housing for four semesters (excluding summers) or the equivalent. For transfer students, a letter from previous college or university verifying residency is required. This exemption cannot be reviewed without verification being attached.

☐ Can demonstrate other acceptable extenuating circumstances. Student is responsible for providing complete documentation to verify the situation for review. Exemptions are not granted to reside in an apartment even if a lease has already been signed.

(C.) Upon receipt, all exemption applications will be reviewed by the designated official of the Department of Residence Services. An approval or denial will be provided to the student either by written communication or to the student’s KSU email address. If a student's request for an exemption is denied, she/he will have fourteen (14) days in which to submit a written appeal to the Associate Director of Residence Services.

(D.) Non-exempted freshman and sophomore students not residing on campus will be considered in violation of this policy and may have their records placed on “ineligible hold” with the university, thus, preventing future registration. Students in violation of this policy may be required to make up any part of a semester with a minimum of a full semester in residence, beyond the above stated residency requirement. Students determined to be in violation are no longer eligible for exemption based on the criteria listed above and the on-campus requirement must still be fulfilled.

(E.) Presentation of falsified information may be referred to the appropriate department or to the Office of Student Conduct for further action.

(F.) Consistent with the university’s policy of non-discrimination, the Department of Residence Services provides equal access to its programs, facilities, and employment to all persons without regard to race, color, religion, gender, national origin, sexual orientation, age, handicap, or identity as a disabled veteran or veteran of the Vietnam Era, although buildings and areas are pre-designated for male and female occupancy and on the basis of accessibility.

(G) From time to time, specific policies relating to safety, security, and good order of student residential life shall be promulgated by proper authorities, and these policies shall be binding on those affected.
Mandatory Housing Policy Exemption Application
Please PRINT student information clearly

Name: _____________________________________________________________________________________________________

Last                                                                                           First                                                                             Middle Initial

Student ID: ______________________________________________________________________________________

Permanent Address: _________________________________________________________________________________________

House/Apt. Number – Street – P.O. Box                                                                 City                                                State  Postal/ZIP Code

Contact Telephone:______________________________________  E-mail: ___________________@kent.edu

This application is for:   ____ Fall 2013    ____ Spring 2014

If requested exemption reason is medical, the completed student medical documentation form must be included.

For Mandatory Housing Policy Exemption purposes only:

Student:
An exemption is granted for the entire time during which you are commuting from your parent’s principal residence. If granted an exemption, you will not need to complete an additional application for the next academic year (if the housing policy is still applicable to you) unless you move from your parent’s principal residence.

In the event you do move from your parent or guardian’s principal residence, you must notify the Department of Residence Services in writing immediately, so that we may send you the appropriate application to meet your new circumstances. Failure to do so will place you in violation of the housing policy.

I have read and understand the University Policy Regarding Student Housing as stated in Section (A.) and understand that a violation of the policy could affect my ability to register for future classes or have transcripts released.

____________________________________________________________________________ ___________________________

Signature of student                                      Date (mm/dd/yy)

If the exemption application is to commute from parent or legal guardian, the following must be completed.

Parent or Legal Guardian:
The above named student is my son/daughter/legal ward appointed by a court, who will reside in my principal residence (listed above) while attending Kent State University. As an occupant of my principal residence s/he will commute to any classes at Kent State University from this address.

____________________________________________________________________________ ___________________________

Signature of parent or legal guardian                      Date (mm/dd/yy)
Please complete this form in its entirety.

I. Medical Condition – Attach additional pages on letterhead as needed for full documentation

A. Please provide detailed information about the illness/injury, date it first occurred, treatment plan, follow-up visits, expected duration, special equipment needed, and medication being taken.

B. Please specifically explain the student’s medical condition as related to living in on-campus housing.

C. What is the housing environment you are recommending? Why?

II. Environment

A. Please explain the effect of residence hall living on the student’s condition.

B. Please comment on the suitability of other residence hall living options, i.e. quiet floors, single rooms, apartment style, etc.

C. Please comment on the advantages of the alternate living space proposed by the student.

By my signature, I certify that the above information is correct and that my records and diagnostic tests confirm the need for the change in residence requested.

__________________________________                             __________________________________
Physician Signature Date Signed                             Printed Physician Name

_______________________________________________________
Physician Address & Phone Number

For Students: If requested exemption is medical, this form MUST be returned along with the rest of the housing policy exemption application form.
To be eligible for a Commuter Exemption the student must commute from the primary residence of the parent or legal guardian residing within 50 miles of Kent campus.