MARQUETTE UNIVERSITY • OFFICE OF RESIDENCE LIFE

REQUEST FOR RELEASE OR EXEMPTION

FROM THE UNIVERSITY RESIDENCY REQUIREMENT AND HOUSING AGREEMENT

GENERAL INSTRUCTIONS

Please complete all applicable sections of this application. Please present the reasons for your request in an orderly, logical fashion. Provide specific information. Please retain a copy for your records and submit the original application to the Office of Residence Life, Carpenter Tower, Room 203, 1132 W. Wisconsin Ave., WI 53233; or email to ORL@mu.edu.

Please note that you are not approved for exemption until you receive official notification from Residence Life.

I am applying for an exemption from the requirement to live in a university residence hall for:

☐ Fall Term 2021 ☐ Spring Term 2022 ☐ Fall Term 2022 ☐ Spring Term 2023

PLEASE PRINT OR TYPE

Name: _____ Today's Date: _____

MUID: _____ Date of Birth: _____ SEX: ☐ Female ☐ Male

Current Residence Hall Room: _____ Email: _____

Permanent Address: _____ _____
Street City State Zip

Home Telephone: _____ Cell Phone: _____

At what address would you live if you were exempt?

_____ _____
Street City State Zip

Current Classification: ☐ First-Year ☐ Second-Year ☐ Third-Year ☐ Fourth-Year +

Classification is based on year in school, not credit hours earned. If you are a transfer student, please also include years attended at other institutions.

REASON FOR RELEASE / EXEMPTION FROM LIVING IN A UNIVERSITY RESIDENCE HALL

3 criteria for release from residence requirement:

- ☐ More than 2 years past high school graduation
- ☐ Will be over the age of 21
- ☐ Living with parent(s) at permanent address (within 35 miles)
- ☐ Financial hardship *(complete part 2 of application)*
- ☐ Medical concern *(complete part 2 of application)*
- ☐ Dietary / meal plan concern *(complete part 2 of application)*

Documentation must be provided for the following:

- ☐ Transferring to another institution
- ☐ Withdrawing from the university
- ☐ Internship or CO-OP program
- ☐ Les Aspin Center or study abroad program
- ☐ Married, spouse living with me
- ☐ Dependent children living with me

Signature of Student Date

PART 2: REASONING FOR RELEASE / EXEMPTION FROM LIVING IN A UNIVERSITY RESIDENCE HALL

Please use the space provided to indicate your reasons for requesting an exemption. The reasons you state are the basis for the decision on your request. It is important that you be concise, factual, and detailed in your written comments. Please attach any additional documentation if necessary.

FINANCIAL AID INFORMATION *Complete this section only if application is based on financial hardship*

If the request is based on unforeseen financial reasons, please have a representative from the Office of Student Financial Aid complete this section of the application. The student should return the completed form to the Office of Residence Life along with a copy of the student's financial award letter. This does not guarantee an exemption from the housing requirements.

Student Name: _____ Marquette ID: _____

To be completed by Student Financial Aid

A.	Estimated Cost of Education:	_____
B.	Total Family Contribution:	_____
C.	Financial Need (A minus B):	_____
D.	Amount of Need-Based Financial Aid Awarded:	
	1) Gift Aid:	_____
	2) Self Help:	_____
	3) Loans:	_____
E.	Amount of Non-Need Based Aid Awarded:	_____
F.	Unmet Need	_____

_____ _____

Signature of Financial Aid Representative Date

I acknowledge that all information contained on this application is true.

Signature of Student Date

Signature of Parent/Legal Guardian (if commuting from permanent address) Date

Please return to the Office of Residence Life • 1132 W. Wisconsin Ave • Milwaukee, WI • 53233 • Phone: (414) 288-7208 • Email: ORL@mu.edu

FOR RESIDENCE LIFE USE ONLY

☐ Approved Decision Date: _____ ☐ Student Notified Date: _____

☐ Denied Signature: _____ Date: _____

INSTRUCTIONS FOR THE EXEMPTION PROCESS

1. The Residency Requirement reads: **"All single first- and second-year students, regardless of academic classification, are required to live in residence halls. Exceptions are made for students residing with a parent or legal guardian within a 30-mile radius of campus, students who are at least 21 years of age or those who have been out of high school for two full years or longer."**

   The exemption process exists ONLY for those students who have extenuating circumstances which occur that prohibit them from residing in the halls. Therefore, your rationale detail specifically what occurred after accepting your admission to Marquette University and signing the housing agreement that now prohibits you from living in a residence hall.

   Requests to reside in other off-campus accommodations due to personal preferences related to housing assignments will not be considered as a reason for exemption from the requirement to live in the residence halls. Requests must show extenuating situations rather than personal preference.

2. To apply for an exemption please complete all sections of the attached form. You MUST provide detailed documentation to substantiate your request for exemption. For example:

   A. Commuter students – must provide a letter/email from a parent or legal guardian acknowledging that you will be residing with them for the duration of the academic year at their local, permanent address (please note: a legal guardian is defined as someone who can legally claim you as a dependent in the absence of a parent).
   B. Transfer or Withdrawal from the University – must provide documentation from Academic Dean.
   C. Internship/CO-OP/Study Abroad/Les Aspin students – must provide proof of acceptance into the program.
   D. Married – must provide a copy of a state or county-issued marriage certificate and a copy of financial documentation dated within the last 6 months establishing current relationship status.
   E. Dependent Children – must provide a copy of the child's birth certificate, naming you as the child's parent, or appropriate court order/adoption decree naming you as the child's legal guardian.

3. **If you are applying for exemption due to financial hardships:** prior to submitting your exemption, you must meet with one of Marquette's financial aid representatives and complete the Financial Aid Information section of the application (regardless of whether financial aid is received) substantiating your financial hardship. In addition, you must submit documentation that demonstrates a significant change in your financial situation. Please note that changes involving financial arrangements between family members will not be considered reason for exemption.

4. **If you are applying for exemption due to medical reasons:** documentation detailing your condition and why that condition necessitates an exemption must be provided by a medical professional.

5. Once your exemption request is received it will be reviewed by administrative staff in the office of Residence Life, who will determine whether you do not qualify for a release/exemption based on the conditions of the university residency requirement. You will receive notification within five business days as to whether your request has been approved or referred to an appeals committee for review.

6. The appeals committee consists of university representatives from various departments (e.g. University Apartments and Off-Campus Student Services, Marquette Central, Financial Aid and Dining Services) and other may be consulted depending on the nature of the request. The appeals committee meets regularly once a month as well as ad-hoc meetings as needed. The appeal is reviewed based on the written documentation submitted with the application, however a personal interview may be requested in certain situations. You will receive notification from the appeals committee chair within five business days as to whether your request has been approved or denied. This decision is final.

7. **If you are released from the residency requirement after the start of the academic year**: you must officially check out of the residence halls by the date specified in your release letter. Your residence hall and meal plan fees will be altered as of the date you check out the residence hall based on the university's refund schedule. We will also notify the Financial Aid office of your off-campus status. Please note that your financial assistance package may change as a result of your off-campus status.

8. Please note that if you are planning on returning to Marquette University for on campus housing, it is not guaranteed that you will be placed in the same housing space for which you are requesting exemption.

General Information Regarding Financial Obligations of Agreements

1. Students remain responsible for the financial obligation of the housing agreement until they have been officially exempted from the assignment and have vacated their assigned room

2. Applicants who move out of the residence halls without obtaining a written exemption may not receive any refund of room and board fees and may be liable for all charges.

3. Refunds are based on the date a resident officially vacates the residence hall. Turning in keys and/or not utilizing the available services (i.e. room, meal plan) prior to the date of written exemption will not affect the amount of the refund.

4. The attached form should be thoroughly completed before submission. Delays in reaching a decision on the request due to incomplete forms or information will affect the amount of refund (if exemption is granted) or result in a denial of the request.

5. It is recommended that students not make alternative housing arrangements until a decision regarding the request has been conveyed in writing. This will avoid legal/financial problems caused by securing two housing commitments.