

# APPLICATION FOR EXEMPTION

## BOARD OF REGENTS' RESIDENCY REQUIREMENT



UW-SYSTEM BOARD OF REGENTS' RESIDENCY REQUIREMENT (POLICY 173, MAY 5, 1972)  
STATES: THOSE FRESHMAN AND SOPHOMORE STUDENTS WHO ARE NOT VETERANS, MARRIED,  
OR LIVING WITH PARENTS OR GUARDIANS, SHALL BE REQUIRED TO LIVE IN A UNIVERSITY-  
OPERATED RESIDENCE HALL WHEN SUCH ACCOMMODATIONS ARE AVAILABLE.



If you would like to request an exemption from this requirement, please complete this information, check the appropriate box, and provide the necessary documentation as requested. Return the completed form (including the information on the reverse side) to address on back.

Name: \_\_\_\_\_ ID Number: \_\_\_\_\_  
Last First MI

Date of Birth: \_\_\_\_\_ Home Address: \_\_\_\_\_  
Street City State Zip

Current Class Standing:  Freshman  Sophomore Phone Number: \_\_\_\_\_  
0-27 earned credits 28-55 earned credits  
Email Address: \_\_\_\_\_

I am requesting an exemption for:  
Starting: Academic Year \_\_\_\_\_  Fall Semester  Spring Semester

- You live with parent(s) and/or legal guardian(s) within a 35 mile radius.
  - The student must submit a Commuter Form that is signed by the student and parent(s) and/or legal guardian(s).  
Note: The parent and/or legal guardian signature must be notarized.
  - Upon receipt of these forms/request, Residence Life verifies that the addresses match using E-Hive system.
    - If addresses do not match: The student will be contacted and asked to provide clarification.
    - If addresses do match: The student will be informed of an approved exemption.
- You are married (Required: Copy of your marriage license).
- You are a veteran or have two years of active duty with the military (Required: Copy of your DD214 Discharge papers).
- You are a parent with child custody (Required: Copy of birth certificate).
- You have special circumstances that will be reviewed by a campus team with recommendations to the Dean of Students. (Required: University Housing Exemption Request Form (page 3-4).)
  - Such as medical or financial hardship or special consideration - this includes any matter that needs consideration based on documentation you provide.

# PLEASE READ THIS STATEMENT CAREFULLY BEFORE YOU SIGN

I am requesting an exemption to the Board of Regents' policy requiring me to live on-campus during my freshman and sophomore years. If this is granted, I agree to be in compliance with the Board of Regents' policy for the reason(s) stated on the reverse side of this form. I have included the necessary documentation (if any) to support my application for an exemption. I understand that I am responsible to review any and all documentation presented by me or on my behalf that supports this request. The information supplied on and with this request is to the best of my knowledge, accurate in every detail.

I am aware that knowingly making a false statement, either orally or in writing, to any university employee on a university- related matter in violation of the UW- System Administrative code and may result in severe disciplinary action that could effect my student status. I further certify that I will remain in compliance throughout this academic year. If request is to commute from parent/legal guardian's home, I understand that if I move from the address listed on the reverse side of this form without written permission from UW- Superior University Housing, this request will be null and void and that I will be in violation of the UW- System Board of Regents' residency requirement and that the University will take appropriate action.

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

## NOTARIZATION OF PARENT/LEGAL GUARDIAN'S SIGNATURE FOR STUDENTS COMMUTING FROM PARENT/LEGAL GUARDIAN'S HOME

If you are commuting from a parent/legal guardians home, your parent/legal guardian must sign this statement in the presence of a Notary Public, confirming that you are indeed commuting from your parent/legal guardian's home.

I am aware that my signature on this document certifies that the student listed on this form will be living with me in my home on a full-time basis. I am further aware that any false information on this form, or any unauthorized changes in the student's living situation, may result in serious disciplinary action that could affect the students status at the university.

Parent or legal guardian's signature: \_\_\_\_\_

### FOR THE NOTARY PUBLIC:

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

My commission expires \_\_\_\_\_

Notary Signature: \_\_\_\_\_

Please return your completed form to:

University of Wisconsin-Superior  
Residence Life Office  
1600 Catlin Ave  
Superior, WI 54880

**PLACE NOTARY SEAL HERE**



# UNIVERSITY HOUSING APPLICATION FOR EXEMPTION FOR SPECIAL OR EXTREME CIRCUMSTANCES

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In order to provide a consistent format and have sufficient documentation for the Exemption Review Team to consider in the recommendation to the Dean of Student's Office for an exemption request for special circumstances, students must complete this document and attach it to this form and submit it to the Residence Life Office.

Name: \_\_\_\_\_ ID Number: \_\_\_\_\_  
Last First MI

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Home Address: \_\_\_\_\_  
Street City State Zip

### Directions for completing appeal:

**Step 1.** Complete and sign this form.

**Step 2.** Write a letter describing your circumstances what accommodations you will need in your living environment. Within your letter, please include the following:

- Review what steps you have taken to manage or remove the barrier.
- Describe the alternative living option you are proposing to be considered during the decision-making process. Students are expected to engage in an interactive process to discuss barriers that they are experience in the living environment.
- List the resources you have reached out to in your process in addressing your situation and which staff you have worked with in the following campus offices to accommodate your housing needs such as:
  - Dean of Students Office
  - Financial Aid Office
  - Student Health and Counseling Office
  - Educational Success Center
  - Chartwells Dining Services
  - Residence Life Office

**Step 3.** Provide medical, financial or other documentation which supports the reasons listed in your letter for being exempted from the housing and meal policies.

**Petitions received without both the letter and supporting documentation will not be considered.**

**Step 4.** Scan the completed form along with all other supporting documents attached and submit them electronically to: [reslife@uwsuper.edu](mailto:reslife@uwsuper.edu)

# UNIVERSITY HOUSING APPLICATION FOR EXEMPTION FOR SPECIAL OR EXTREME CIRCUMSTANCES

Although I do not meet the requirements to choose to live off-campus, I feel I have extreme circumstances that warrant consideration for a special exemption to the above residency requirement.

- I have filled out and signed this form.
- I have included a letter describing my extreme circumstance, potential accommodations, steps taken in the process so far and listed the resources I have worked with in the process.
- I have attached additional supporting documentation.
- I will submit all of the documents electronically to [reslife@uwsuper.edu](mailto:reslife@uwsuper.edu).

I am aware that knowingly making a false statement, both orally or in writing, to any university employee on a university-related matter is in violation of the UW-System Administrative code and may result in disciplinary action. I also understand that if my petition is denied or I am found to be in violation of the Administrative code, room and board charges will be added to my university account whether or not I have completed a residence hall and meal plan contract.

**Student's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**NOTE:** Room and Board charges will be added to a student's university bill if they are found to be required but have not contracted to live and eat on campus. If a student does not qualify for an exemption to the policy at the beginning of an academic year, the student must fulfill the housing and meal contract for the full academic year even though he or she may meet the criteria during the year.

**Freshman and Sophomores should not sign a lease with a private landlord for their sophomore year. This creates a double obligation that may result in the loss of the security deposit paid for off-campus accommodations.**