

## Residency Exemption Application

*Please return to the Office of Housing located in Student Development.  
For questions or concerns, please contact the Supervisor of Housing:  
sherricarey@ec.edu*

### Section I. Student Information

\_\_\_\_\_  
Student Name (Last, First)

\_\_\_\_\_  
Student ID Number

\_\_\_\_\_  
Requested Off Campus Address (must be provided).

\*Students are advised not to sign a lease agreement, until he/she has received written notification of approval from the Supervisor of Housing. If your Residency Exemption application is approved, you are required to submit a copy of your lease agreement to the Supervisor of Housing prior to the first day classes in the respective semester. If the address that you listed on this application changes at any point, you must notify the Supervisor of Housing and submit a copy of your new lease agreement showing the change of address. Failure to do so may result in the loss of residency exemption.

\_\_\_\_\_  
Landlord's Name and Phone Number (must be provided).

\_\_\_\_\_ Date of Birth - Application for term requested  Spring  Fall

Freshman     Sophomore     Junior     Senior

(\_\_\_\_\_) \_\_\_\_\_

Contact Number

Current Housing Assignment

### Section II. Reason for Application

- 1. The student is living with an approved family member (this does not include cousins) within commuting distance (60 miles). Attach a letter from the family member/caregiver stating the student will be living at his/her residence. The College reserves the right to require the submission of supporting documentation to verify student residency.
- 2. Student is or will be married during the term for which they are applying. The College reserves the right to require the submission of a copy of the marriage certificate.

- 3. Student is a single parent with primary child-rearing responsibilities. The College reserves the right to require the submission of a copy of official birth certificate(s).
- 4. Student is a veteran. The College reserves the right to require documentation.
- 5. Student will be 21 (twenty-one) years of age prior to the first day of classes for the semester for which they are applying and will be applying to live in College-owned rental property.
- 6. Student will be 22 (twenty-two) years of age prior to the first day of classes for the semester for which they are applying.
- 7. Student has earned more than 90 (ninety) credit hours and will be applying to live in College-owned rental property.
- 8. Other. A student who does not meet the above criteria but feels that he/she has an *extenuating* circumstance which warrants living off campus, should still submit a Residency Exemption application and outline his/her reasons for such. Please note that the College may first attempt to accommodate the student. Additional documentation may be requested to support the reasons outlined by the student.

### **Section III. Required Signatures:**

*1. **Office of Conduct**; If you have any comments, concerns, or restrictions related to this Student's request, Please Email the Supervisor of Housing with any within 48 hours of having signed this document at [-sherricarey@ec.edu](mailto:-sherricarey@ec.edu)*

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*2. **Coach**; if you are an athlete; If you have any comments, concerns, or restrictions related to this Student's request, Please Email the Supervisor of Housing with any within 48 hours of having signed this document at [-sherricarey@ec.edu](mailto:-sherricarey@ec.edu)*

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*3. **Financial Aid Counselor**; If you have any comments, concerns, or restrictions related to this Student's request, Please Email the Supervisor of Housing with any within 48 hours of having signed this document at [-sherricarey@ec.edu](mailto:-sherricarey@ec.edu)*

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*4. **Your Academic advisor**; If you have any comments, concerns, or restrictions related to this Student's request, Please Email the Supervisor of Housing with any within 48 hours of having signed this document at [-sherricarey@ec.edu](mailto:-sherricarey@ec.edu) .*

**\*You must obtain all signatures, before submitting your Residency Exemption application. \*All applications must be submitted by the respective deadlines listed below.**

**\*Late applications may not be accepted.**

**Submit the Residency Exemption Application by:**

- a. For current student:
  - March 30 (application for the Fall semester)
  - October 30 (application for the Spring semester)
- b. For new incoming:
  - July 15 (application for Fall semester)
  - December 15(application for Spring semester)

**\*Note: Filling out the Residency Exemption Application doesn't guarantee that you will be approved. We would advise you to participate in Housing Rush in April. By participating in Housing Rush, it will ensure that if your application for Residency Exemption is denied, you have secured your desired on-campus housing for the up and coming year. For Housing Rush information, please see the EC'S Student Handbook online.**

**\*All applications are subject to clearance by the offices of Conduct, Academic Advisors and the Office of Financial Aid before your Residency Exemption application will be processed by the Supervisor of Housing.**

#### **Section IV. Appeals**

You will receive written notification via email once your application has been processed and a decision has been rendered. If you are denied and would like to appeal that decision, you will need to submit a letter (this can be sent by email) of appeals to The Vice President of Student Development within 48 hours of receiving written notification from the Office of Housing.

#### **Section V Student Statement**

*By signing below, I acknowledge that the information provided above is true. I understand that I am responsible for having read and understood the Residency Exemption Policy requirements stated in the Emmanuel College Student Handbook. I understand that, should this application be denied, I will be required to continue on-campus residency. The College reserves the right to modify this policy in the event of extenuating circumstances.*

We (parent/legal guardian and student) certify that all information provided in this application is complete and correct and we understand that any false information or fraudulent documents are a violation of the student code of conduct and will subject the student to the sanctions and penalties outlined in the student handbook. For more information, please see the Emmanuel College Housing Policy's in the Student Handbook online.

Students Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Housing Department Use Only	
Dated Received _____	Received by: _____
Approved: _____ Denied: _____	Date Email was sent _____ by: _____
Decision- _____ Approved _____ Denied _____	Appeals -Granted _____ Denied _____
Appeals Decision email was sent _____ by: _____	