

Request for Exception to Residency Requirement Form

Eligible to Live Off Campus

2019-20 Academic Year

Our Policy:

Westminster College requires all admitted degree-seeking students with freshman, sophomore, or junior academic standing at the beginning of the academic year to live in one of the college residence halls, fraternity houses, college-owned houses, or college apartments/townhouses. Any student who wishes to be granted an exception to this policy must submit a written request for that exception to the Office of Residential and Greek Life. This form can serve as that written request for the exceptions listed below. If an exception is granted, the exception is granted for no longer than that academic year, therefore students must submit a request for an exception on an annual basis in those cases where the student wishes to renew the exception. Research on Westminster students shows that it is especially important that new freshmen reside on campus. For this reason, exceptions to the residency requirement will be very rare for new students.

Otherwise, exceptions to this policy may be requested by students who:

1. Are living at home with their parents;
2. Are 22 years or older or have senior status (88 credit hours) prior to the first day of classes;
3. Are married or the primary care giver of a child(ren);
4. Would like to live off campus for some other verifiable reason.

All students residing in a residence hall **must** participate in a college meal plan.

A student is permitted to submit one Housing Exception Request form during each academic year, and there is one opportunity to appeal this request. The Housing Review Board makes decisions on these requests. **Students whose requests are denied by the Housing Review Board are allowed one appeal each academic year.** Appeals are submitted in writing to the Vice President/Dean of Student Life. This is the final appeal of the request process. Typically these requests are made and considered for the start of a new academic year, and the exemption runs for the duration of that year. In rare instances, mid-year exceptions may be considered.

Depending on the need and availability of campus housing, exceptions may be granted more or less liberally than previous years. Very rarely are decisions made based upon the exceptions granted the year before, but rather, are considered with the forthcoming year in mind. Students who fail to comply with the residency policy or disregard the result of their request and therefore reside off-campus without approval will be responsible for full room charges and may also be subject to additional disciplinary action.

For Transfer Students:

If a student is coming to Westminster as a transfer student, they may qualify for an automatic exception to our campus residency requirement if they have earned an Associate's degree at another institution. To meet this exception a copy of the student's unofficial transcript must be included with the application and already on file with the Registrar's Office.

If the student is transferring under other circumstances, the normal exception guidelines will apply to their request.

For Greek Men:

The College recognizes occupancy in all of our fraternity houses as compliance with our Residency Policy as long as the facilities meet the College Minimum Standards for Housing. However, because fraternity men enter into different housing agreements with their respective House Corporations, they must gain approval from both the College (through the above outlined process) in addition to their House Corporation. If the student does not go through the proper fraternity process and receive exemption from their internal board, the College approval process is irrelevant and the student is still bound by their fraternity agreement.

The College supports the fraternity's efforts to fill their facility and maintain housing agreements with their members. Therefore, the College refrains from making residency exception decisions that may impact a fraternity's potential occupancy.

Instructions:

First Name

Last Name

DOB

Campus Box: _____ GPA: _____ Credits earned: _____ Cell: _____

- FOR MEN ONLY:** I am a member of a Greek Organization at Westminster, and I have already received approval from my house corporation.

If yes, please indicate which organization: _____

Please submit a letter of approval from your house corporation with this application. Applications without an accompanying letter of support on behalf of your fraternity will NOT be processed.

Please indicate the reason that you are requesting an exception to the Residency Requirement for the 2017-18 academic year:

_____ **I request an exemption to the Residency Requirement because I will be living at home with my parents and commuting within Callaway County.**

***An additional form will be sent to your parents for confirmation of your request. Once this form has been received by Residential & Greek Life, your student status will be switched to 'commuter.'

_____ **I request an exemption to the Residency Requirement because I will be 22 years of age or have senior status by hours prior to the first day of classes.**

_____ **I request an exemption to the Residency Requirement because I am married or am the primary care giver of a child(ren).**

_____ **I request an exemption to the Residency Requirement because of other reasons not specified on this form.**

My request is based upon financial circumstances.

***If you are basing your request on financial need, you must visit the Office of Financial Aid prior to submitting your application. They must be able to verify your financial need for us to process your application.

My request is based upon medical circumstances.

***If you are basing your request on a diagnosed medical condition, you must submit documentation from a certified health care provider with your completed application. Please note that confirmation of a medical condition does not automatically qualify you for an exception to our policy. However, if we cannot support you and your condition with our own housing facilities, you may qualify for an exception to our residency policy.

You are encouraged to supplement your application with additional information as necessary. Feel free to attach a letter or statement to your application.

_____ **I meet the transfer criteria as outlined in the Westminster College Residency Policy.**

I have included my unofficial transcript with this application.

By signing and submitting this form, you authorize the Office of Residential and Greek Life to confirm your date of birth, GPA and credits earned. In addition, you also agree that the information you have provided is honest and accurate. Finally, if approved, you understand that you may be assessed housing charges until you provide your off-campus address to the Office of Residential & Greek Life.

OFF-CAMPUS ADDRESS: _____

(If unknown at this time, provide to our office ASAP)

Names of any other **Westminster students** who will be living with you: _____

STUDENT'S SIGNATURE

DATE