

Mayville State University
Request for exemption from On-Campus Housing Requirement

Effective with the fall semester 2011, all freshman and sophomore students who are less than 21 years of age, or who do not meet any of the exemptions, are required to live in a University residence hall. Under no circumstances should students acquire off-campus housing without first securing permission from the Director of Student Life. The Student Life Office will ascertain the residency status of each student and request documentation to verify a student's eligibility to live off-campus. Students who wish to seek an exemption from this on-campus housing policy should first contact the Director of Student Life. The office of the Director of Student Life is located in Campus Center 103.

Exemptions may be authorized by the Director of Student Life based on guidelines established by the Residence Life Subcommittee, including students with specific medical or health conditions and students who will become 21 years of age during the term. Students who are found to be in violation of the MSU Housing policy may be subject to "first installment charge," fines, and/or room charges. Students who do not qualify for an exemption to this policy may appeal to the Residence Life Subcommittee. Students who request an exemption to the housing policy must do at least three weeks prior to the end of the semester. Failure to submit a request and required documentation will subject the student to room and board charges for the semester.

Contact the Student Life Office (CC 103) for additional details. This form is for students who have not moved into a residence hall. This is not a request to terminate an existing contract, but rather a request to be exempted from the residence hall requirement.

Name _____ Class Status: Fr ____ So ____ Jr ____ Sr ____

Student ID number: _____

Parent's/Guardian's

Name _____

Parent's/Guardian's

Address _____

City _____ State _____ Zip Code _____

Emergency Contact Person _____

Emergency Contact Phone Number _____

Applicant's Home Phone _____

Applicant's Cell Phone _____

Applicant's Birth Date _____ Male _____ Female _____

Vehicle you will be driving to campus: Make _____

Model _____

License Number _____

Reason for living off campus (Check all that apply)

Questions? Contact 701-788-4697

The following categories of students are exempt from the institution's housing requirement, but they must complete an off-campus residence form for directory and emergency purposes and provide appropriate documentation (as indicated below), if requested.

_____ Student who has at least 60 earned semester or 92 earned quarter credits.

(Documentation that will be requested: A transcript indicating the number of earned credits)

_____ Sophomore student who took 24 credits in their freshman year (excludes dual credit coursework) and earned a GPA of 3.4 or greater. (Documentation that will be requested: A transcript indicating classes and grades of the freshman year)

_____ Student who is 21 years of age at the beginning of the appropriate term of enrollment.

(Documentation that will be requested: Verification of date of birth by a driver's license or other document)

_____ Married Student, and/or Student who has dependent(s) residing with them.

(Documentation that will be requested: A marriage license and/or dependent birth certificate)

_____ Student who has lived in a residence hall at MSU or another institution for at least 4 semesters (6 quarters).

(Documentation that will be requested: A letter from an appropriate official at previous institutions verifying time of residence, or other proof of residence; i.e. paid billing receipts)

_____ Student who have served on active duty in the military for at least 18 months. National Guard and Reserve members are not eligible for this exemption unless they have active duty service time of 18 months. (Documentation that will be requested: A copy of the military record DD 214)

_____ Freshmen or Sophomore student who is living at home with a parent or legal guardian.

(Documentation that will be requested: Parents of eligible freshmen or sophomores should contact the Director of Student Life by phone or in person to verify that their son or daughter will reside at home.)

Shall we sign you up for a meal plan for the current/next semester? Yes ____ No ____ (We'll ask which one in the email we send to you).

Applicant's Email Address _____ @mayvillestate.edu

We will respond to your request using your @mayvillestate.edu email address. You must reply to us from that address. Email is the official method of communication regarding Mayville State University business arrangement with students.

Please fill out this form and send to student.life@mayvillestate.edu if you are requesting exemption from the on-campus housing requirement.