## 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

PLEASE PRINT OR TY	PE			
Name:		Today's Date:		
MUID:	Date of Birth:		SEX: 🗌 Fe	emale 🗌 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 <u>transfer student</u> , please also include years attended at other institutions.		

## **INSTRUCTIONS FOR THE EXEMPTION PROCESS**

1. The <u>Residency Requirement</u> 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 <u>after</u> 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. <u>Commuter students</u> 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. <u>Transfer or Withdrawal from the University</u> must provide documentation from Academic Dean.
  - C. <u>Internship/CO-OP/Study Abroad/Les Aspin students</u> must provide proof of acceptance into the program.
     <u>Married</u> 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. <u>Dependent Children</u> must provide a copy of the child's birth certificate, naming you as the child's parent, or appropriate court order/adoption de