



# HOUSING EXEMPTION APPLICATION

## 2024/2025

*University policy states that all fulltime students must live on campus for three years. Some students may be exempt if they meet certain criteria. A Housing Exemption Application must be filled out each year until the residency requirement is met. Filling out an application does not guarantee approval. Students are responsible for the cost of room and board until an approved application is on file.*

*DEADLINE: All applications must be submitted prior to the first day of the semester*

Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Student Cell Phone #: \_\_\_\_\_

Class Status (Please circle): Freshman Soph Junior Senior Semester(s) application is for: \_\_\_\_\_

**SHU** Email Address: \_\_\_\_\_ (Decisions regarding this application will be emailed to this address including approvals, denials, and requests for additional information.)

Please Check:	Reason for the Request:		Documentation Required:
	Living fulltime with their parent, legal guardian, or University approved family member* at the primary residence of the parent, legal guardian or family member within 35.0 driving miles of the University as determined by: <a href="http://maps.google.com">http://maps.google.com</a> .	⇒	*Letter from parent or legal guardian *Letter from relative (when necessary) *Proof of Residency if address differs than your school record (copy of driver's license and copy of a tax assessment or tax return)
	21 years of age by September 1 <sup>st</sup> of the academic year	⇒	Attach a copy of Driver's License or ID to verify date of birth
	Senior Academic Status by September 1 <sup>st</sup> of academic year (88 semester hours or more)	⇒	Attach Transcript (may be unofficial)
	Married	⇒	Attach a copy of your Marriage License
	Dependent Child(ren)	⇒	Attach a copy of the child(ren)'s birth certificate(s)
	Veteran	⇒	Attach a copy of form DD-214 or military ID
	Transfer Student (must have 45+ credits transferring)	⇒	Attach documentation of 45 or more credits
	Independent Student	⇒	Must be verified as independent through the financial aid – Residence Life will verify.

\*"University-approved family member" is defined as, grandmother, grandfather, aunt, uncle, brother, sister, cousin. Approved family members must be at least 25 years old at the time of the student's move in.

**By signing, I agree the above information is correct and I have attached the proper documentation. I also give Siena Heights University permission to contact any individual named in the supporting documentation to substantiate the information.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FOR OFFICE USE ONLY:

Date Reviewed: \_\_\_\_\_ Approved: \_\_\_\_\_ Denied \_\_\_\_\_ Signature: \_\_\_\_\_ Communication with Student \_\_\_\_\_