

TO:

FROM:

DATE:

RE: **REQUIRED RESIDENCE POLICY**

Enclosed you will find the form necessary to request an Exception to the University's Required Residence Policy.

1. Complete **all** portions of the form carefully and completely, as the information that you provide will be used to determine whether you are eligible for an exception to the policy.

- You must be able to document that some highly compelling reason exists for the university to grant this exception.
- The reasons must be above and beyond claims of financial problems, dislike for residence hall living, or for personal convenience.
- Please note, the Residence Life Office is charged with the responsibility of enforcing the Required Residence Policy. Information presented by the student or others on his/her behalf for the purpose of obtaining a housing exception will be followed up on and verified. Any student misrepresenting himself or herself as eligible to live off campus will be subject to disciplinary action under the student conduct code and be billed for room charges.

2. The Housing Exception Request form must also be completed and notarized.

3. If residing with a parent, a letter from parent must be attached to the request form.

4. If not residing with a parent, a letter from parent must be attached to the request form.

5. Requests for housing exceptions should be submitted prior to August 1st, for the Fall Semester or prior to December 1st, for the Spring Semester.

6. Students are reminded that other living arrangements should not be made until written notification is received from the Residence Life Office.

REQUIRED RESIDENCE POLICY

NAROPA UNIVERSITY

All students enrolling at the University who are unmarried, under twenty years of age on

July 31 of the respective Fall Semester, or on January 18 of the respective Spring Semester, and who have fewer than 30 semester hours of credit obtained after high school with the University will be required to reside in University housing for one academic year unless granted an exception by the Residence Life Office.

SATISFYING THE REQUIRED RESIDENCE POLICY REQUIREMENTS

All new students under the Required Residence Policy will automatically be assigned to and billed for housing charges. Students must satisfy the Required Residence Policy requirements by doing one of the following:

1. Apply for a specific hall and meal plan by completing a housing application/agreement and placing a \$300.00 Room Reservation/Damage Deposit. The student will be assigned according to his/her preference on a space availability basis. Residence Life will send a letter informing the student of the specific hall he/she has been assigned. Housing charges will be adjusted to reflect the cost of the hall and meal plan selected.
2. Students who feel they qualify for an exemption from the policy that requires them to live in the halls must submit a **Housing Exception Request Form** to the Residence Life Office. Residence Life will send the student written notification of the results of their request. If the student is granted an exception, the housing charges will be removed. (Refer to the following section “*Filing a Request to be Exempted from the Residence Policy*”).

FILING A REQUEST TO BE EXEMPTED FROM THE RESIDENCE POLICY

To file a request to be exempted from the Required Residence Policy, the student must complete a form, which is available at the Residence Life Office. Exceptions may be granted to those students who meet the following criteria:

- Are married (must submit a form if under 20 years old or have less than 30 hours and attach a copy of the marriage certificate).
- Are living with a parent and commuting within 40 miles (must submit a form whether commuting or are residents of Boulder).
- Are able to document and substantiate that some highly compelling reason exists for the University to grant this exception.

Requests for housing exception should be submitted prior to August 1st, for the Fall semester or prior to December 1st, for the Spring semester.

A committee reviews exception requests. Simply turning in a request does not mean an exception is automatically given. Until written notification from the Residence Life Office is received, students who request exceptions to the policy should not make arrangements to live off-campus.

HOUSING EXCEPTION REQUEST FORM

Residence Life Affidavit

NAME: SS# _____ EMAIL: _____

PERMANENT ADDRESS: _____

Rt. / Box / Street City State Zip Code

REQUESTING EXCEPTION FOR: Fall _____ Spring _____

DATE OF BIRTH: _____ MARITAL STATUS: _____ PHONE # _____

A. ACADEMIC INFO: Credit hours earned: _____ GPA: _____ Major: _____

B. HOUSING INFO: New / have NOT Applied / Assigned Currently living in # _____

C. FINANCIAL SUPPORT: Include any Financial Aid such as grants, loans, or scholarships. If you do not receive any financial aid or scholarships place zeros or "n/a" for not applicable. If you have not yet been awarded, indicate as "award unknown."

| Type of Financial Aid | Fall Semester | Spring semester |
|-----------------------|---------------|-----------------|
| Pell Grant | \$ | \$ |
| | \$ | \$ |
| | \$ | \$ |
| | \$ | \$ |

D. REASON FOR REQUEST: Provide a detailed explanation and any supporting documentation.

Simply turning in a request does not mean an exception is granted.

| | |
|--|---|
| <input type="checkbox"/> Live with parent | Complete all sections: Need a separate letter from parent(s) where you will be residing |
| <input type="checkbox"/> Live with relative | Complete all sections: Need a letter from an adult relative where you will be residing |
| <input type="checkbox"/> Are married or have a dependent | Complete all sections: Need a copy of marriage license or domestic partnership agreement |
| <input type="checkbox"/> Other | Complete all sections: Provide a detailed explanation of circumstances and supporting documentation |

IF NOT RESIDING WITH PARENT, A LETTER FROM PARENT MUST BE ATTACHED TO REQUEST FORM ALONG WITH A LETTER FROM AN ADULT RELATIVE WITH WHOM YOU WILL BE RESIDING.

| | |
|--|-------------|
| OFFICE USE ONLY: <input type="checkbox"/> Approved by <input type="checkbox"/> Denied by <input type="checkbox"/> Referred to <input type="checkbox"/> Denied by <input type="checkbox"/> Approved by | |
| Housing Officer Housing Officer Committee Committee Committee | |
| Initial: _____ | Date: _____ |

