



## APPLICATION FOR CAMPUS HOUSING EXEMPTION

Requesting Exemption beginning \_\_\_\_\_ Semester \_\_\_\_\_ Year: \_\_\_\_\_

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_  
Last First Middle

Gender: \_\_\_\_\_ Birth date: \_\_\_\_\_ Age: \_\_\_\_\_

Permanent Address: \_\_\_\_\_ Cell phone: \_\_\_\_\_  
 \_\_\_\_\_ Email: \_\_\_\_\_

**On Campus Housing Requirements:**

Beginning Fall 2015, all entering freshmen students (30 or less semester hours earned), registered for 6 hours or more, who are under the age of 21 by the first day of the entering semester, are required to live on campus in a 2 or 4 bedroom double bunk room as long as space is available unless they have been exempted from on-campus residency. Charges will be assessed for a 4 bedroom double bunk room semester lease to all students who meet these criteria and have not received an approved "Application for Campus Housing Exemption".

Please indicate the exemption you are claiming: (check all that apply)  
 See back of form for documentation required upon submission.

- I am classified as military veteran, active military personnel, or active ready reservist
- I reside in a property with immediate family, within a 40 mile radius of the university
- I have a significant medical problem
- I am married, or in guardianship of a dependent child
- I have a significant financial or other type of hardship.

A student who meets one or more of the above criteria and wishes to reside off campus should complete this form and provide appropriate documentation (see back of form) and/or other written information supportive of the request seven **(7) days prior to the semester the student wishes to commence residing off campus.** The Special Circumstances Committee will review written requests and students will be notified via their LSUA email account whether the Campus Housing Exemption is approved or not. Charges will be placed on all students' accounts once a schedule for classes has been made. In order to have these charges remove, this form along with documentation must be approved and on file with The Oaks Residence Hall.

**Please submit this form, as well as any supporting documentation along with this application to:**

**The Oaks Residence Hall  
 8223 Acorn Drive  
 Alexandria, LA 71302**

I understand that any falsification on this application subjects me to appearance before the discipline committee.

\_\_\_\_\_  
 Student's Signature Date

<b>FOR OFFICE USE ONLY:</b>	____ Approved	____ Denied
	_____ Staff Signature	_____ Date

## Housing Exemption Documentation Required

Please provide the following documentation for each exemption you are claiming:

1. Military
  - a. Form DD214 with release dates
  - b. Current Military ID
  - c. Valid Leave Earnings Statement
2. 40 mile radius – LSUA will determine 40 miles by zip code using this site:  
<http://maps.huge.info/zipcolors.htm> (71302 is the zip code used as a base)
  - a. Copy of immediate family member's driver's license that matches address submitted by student on application for admission AND birth certificate to prove immediate family relationship
  - b. Court documents for guardianship along with driver's license of guardian that matches address submitted by student on application for admission
3. Medical problem
  - a. Documentation by physician's statement, which specifically states the condition which precludes a student from residing in a residence hall
4. Marriage or Children
  - a. Marriage License
  - b. Birth certificate or guardianship documentation of minor children
5. Financial Hardship
  - a. Statement from student of hardship – please be specific and provide as much documentation as you can. Along with this, information will be pulled from student's current FAFSA to verify income and financial aid awards (including scholarships, grants, and student loans)

The Special Circumstances Committee will review all written requests and students will be notified via LSUA email whether the Campus Housing Exemption is approved or not.