Residence Life, Housing & Event Services

Residency Requirement and Exemption

REGIS UNIVERSITY

2012-2013 Regis University Residency Requirement

The Office of Residence Life, Housing and Event Services is an integral part of a student's complete educational experience. The residency requirement is published in the University Bulletin, on the University Housing web site, and in the Student Handbook. It requires students to live on a college campus for their first-year and sophomore years, four complete semesters (at 12 credit hours a semester) or to be 21 years of age prior to opening day of fall semester, in order to qualify to live off campus.

Exemptions to the residency requirement are limited to four categories:

1. **Living at home with parents/legal guardian** in the Denver Metro area (within 30 miles of campus). This category of exemption is only good prior to signing the housing contract. We will not approve mid-year move outs because of the binding Academic Year Housing Contract. The student must submit an Exemption Request Form prior to the start of each academic year that they are choosing to live with their parents/legal guardian until the live-on requirement has been fulfilled.

2. **Marriage or Children**: Students who are married must provide a marriage certificate to prove actual marriage. Students who have dependent children must provide a birth certificate of each child.

3. **Financial duress:** Students whose financial situation would normally require you to leave Regis University if not allowed to move off campus. If you are completing a petition on the grounds of financial duress, it is a requirement that you apply for financial aid and qualify for need-based aid. You must also accept at least one type of need-based financial aid which may include student loans. Your petition will not be reviewed until you have completed your financial aid application and financial aid has been awarded for the academic year. Once it has been determined that financial duress is warranted, the Housing Appeals and Exemption Committee will determine exemption status.

4. **Medical condition:** If you have a disability or a medical condition that requires you to have special accommodations such as a single room, please submit both your written request and documentation written by a qualified impartial professional by the request date of each year to the Office of Disability Services (ODS) (303-458-4941; disability@regis.edu). DO NOT submit documentation to Residence Life!

The **Exemption Request Form** must be accompanied by all the appropriate documentation before decisions are made on the request. Students will be notified of the decision via their Regis email account.

The **Academic Year Housing Contract** is for a full year, please plan accordingly. While an exemption for the Residency Requirement might be awarded in a given case, this often triggers financial penalties under the **Academic Year Housing Contract** and **Housing Refund Chart**, up to and including full remaining rent due.

Updated 06/12 AV

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Residency Requirement Exemption Request Form

Name:_____ **Student ID:**_____

Present Address:_____

Current Hall and Room Number:_____

Telephone:_____ **Email:** _____

Current Classification: ☐ First-Year ☐ Sophomore ☐ Other:_____

Date of Birth:_____ **Age:**_____

In light of the attached description of the University's requirement that students live on campus, I am requesting to be exempted from that policy due to the following indicated reason(s):

- ☐ **Live at home with parents/legal guardian within the Denver Metro area (within 30 miles of Campus)** -Must provide letter of support from parents/legal guardians that gives home address and statement of your residence there. Current on-campus residents are not eligible for this exemption category because of a binding Academic Year Housing Contract. So approval will be granted for the next academic year only.
- ☐ **Marriage or Children** - Students who are married must provide a marriage certificate to prove actual marriage. Students who have dependent children must provide a birth certificate of each child.
- ☐ **Financial duress** - A financial burden which would normally require you to leave Regis University if not allowed to move off campus. A Financial Aid Award letter and proof of a substantial change in your finances are required to show financial burden. The Office of Residence Life will also inquire with Financial Aid as to your Estimated Financial Contribution per your FAFSA application.
- ☐ **Medical Condition**- Documentation must be on letter head from a physician or licensed mental health professional and include the following:
  - A diagnosis of the condition
  - A list of any medications you may be taking for the condition
  - The symptoms of your condition
  - A rationale for the need to live off-campus and not in on-campus housing

A statement letter from the STUDENT is required with all reasons for cancellation. On a separate sheet of paper please state your exact reason(s) for requesting for release from your contract. It is important that you be clear, concise, factual, and thorough in your written comments. *Please see above reasons for other documentation that may be required, requests will only be considered when all proper documentation is supplied.*

By signing below, I acknowledge that the information provided above and the enclosed documentation is correct. I acknowledge that I understand the request for this exemption is not permission to live off campus. I must receive an answer back on this form before that permission is granted. ***I understand that if I enter into a contract for another property before receiving this decision, it will be at my own risk. University administrators will not take contracts for other properties into consideration in their decision.***

Signature of Student: _____ Date:_____

FOR THE OFFICE OF RESIDENCE LIFE USE ONLY

Request is: ☐Approved ☐Denied By: _____ Date: _____

Date Notified:_____ Method: ☐Letter ☐Email ☐Phone call Other:_____

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