



## Office of Residence Life University Housing Exemption Request Form

Per University policy, all full-time freshmen and sophomore students of Kentucky State University are required to live in University housing excluding the four designated exceptions (listed below). NOTE: Exceptions must be met before the first day of classes AND requested before signing a Two-Semester Residence Hall contract. Students who are currently in a residence hall contract agreement will not be granted a requested exception during the contracted period.

*Please print and write legibly.*

Student's Name: \_\_\_\_\_ SID#: \_\_\_\_\_

Street Address	Apt/Suite #
City	State
Primary Telephone Number	KSU E-mail Address

Below, please mark an "X" in the box next to the appropriate exception.

<u>Select One</u>	<u>Exception - I am a student who</u>	<u>Required Documents/Information</u>
<input type="checkbox"/>	Is at least 21 years of age	Birth Certificate, valid Driver's License or government issued Photo ID
<input type="checkbox"/>	Commutes 50 miles or less from the principal residency of a parent or legal guardian	Notarized Parent/Legal Guardian Address Verification Form AND clear copy of parent/legal guardian's valid Driver's License or government issued Photo ID
<input type="checkbox"/>	Is married	Marriage License/Certificate
<input type="checkbox"/>	Is a veteran of at least two years of active military service	Military DD214

All supporting documentation must be submitted to the Office of Residence Life before the first day of classes. Forms submitted without the required documentation will be automatically denied. Any requests submitted and approved after the first day of classes will have charges assessed per the University's Tuition and Fee Refund Schedule. Students will receive the decision notification via e-mail to their KSU e-mail address; students may submit a written appeal to the Residence Life Appeals Committee.

By signing below, I certify that accurate information is enclosed on this form and on the supporting documents. In addition, I understand submitting false information may result in disciplinary actions including but not limited to restitution from the University and or other actions.

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

*For Office Use Only*

Date Documentation Submitted: \_\_\_\_\_ Received by: \_\_\_\_\_

Request Decision: \_\_\_\_\_ Amount of Charges Accessed: \$ \_\_\_\_\_

Dir. of Res. Life's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date Decision E-mail Sent: \_\_\_\_\_

*Appeal Process*

Date Appeal Received: \_\_\_\_\_ Date Forwarded to Committee: \_\_\_\_\_

Committee's Meeting Date: \_\_\_\_\_ Committee's Appeal Decision: \_\_\_\_\_

Date Decision E-mail Sent: \_\_\_\_\_ Date Banner System Updated: \_\_\_\_\_